Sixty-sixth Session of the
General Assembly of the
United Nations

Opening and Closing date of the 66th Session of the General Assembly

Tuesday, 13 September 2011 at 3 p.m. to Monday, 17 September 2012

General debate of the sixty-sixth session of the General Assembly[1]

Wednesday, 21 September 2011-Saturday, 24 September 2011

Monday, 26 September 2011-Tuesday, 27 September 2011

HIGH-LEVEL MEETINGS

High-level meeting on the prevention and control of non-communicable diseases[2]

Monday, 19 September 2011-Tuesday, 20 September 2011

High-level meeting on the theme "Addressing desertification, land degradation and drought in the context of sustainable development and poverty eradication"[3]

Tuesday, 20 September 2011

High-level meeting of the General Assembly to commemorate the tenth anniversary of the adoption of the Durban Declaration and Programme of Action[4]

Thursday, 22 September 2011

[1] A/INF/66/4.

[2] General Assembly resolution 65/238 and A/INF/66/4.

[3] General Assembly resolution 65/160 and A/INF/66/4.

[4] General Assembly resolution 65/279 and A/INF/66/4.

FREQUENTLY ASKED QUESTIONS

1. **How do I contact the President of the sixty-sixth session of the General Assembly?**

   His Excellency, Mr. Nassir Abdulaziz Al-Nasser
   (Qatar)

   Telephone: 212 963 7555;
   Fax: 212 963 3301.

   Room NL-02080 [The office of the President is located on the 2nd floor of the North Lawn Building] (see page 21).

2. **How many copies of statements are needed for distribution in the General Assembly Hall? Where and when do I deliver them?**

   Before the meeting begins, deliver statements to the documents counter on the left side of the General Assembly Hall or to the conference officer.

   300 copies for general distribution; **or**
   30 copies for minimum distribution; **or**
   at least *15* copies for interpreters and press officers only (see page 43).

3. **Can documents or other materials relevant to the meetings be made available in the General Assembly Hall for the meeting?**

   Only United Nations documents and statements of speakers can be distributed in the Hall before or during a meeting. Any other pertinent materials can be made available in the General Assembly Hall upon authorization by the Chief of the General Assembly Affairs Branch (ext. 3.2336 in room IN-0610 (Innovation Building, 300 East 42nd Street, entrance on 2nd Avenue), or ext. 3.9110 in GA-200).

4. **What is the procedure for tabling a draft resolution/decision?**[1]

   - the electronic version accompanied by a hard copy containing the final text of a draft resolution/decision must be submitted by

[1] A guideline with tips for submission of draft resolutions in the General Assembly is available online at www.un.org/ga/65/resolutions.shtml.

an accredited delegate of a Mission, and signed in the presence of the General Assembly Affairs Branch staff member responsible for processing draft resolutions/decisions;

- the submitting delegation provides a list of co-sponsors if any;
- if the new draft resolution/decision is based on a previous one, the old text may be downloaded from the United Nations Official Document System (ODS) at http://ods.un.org, and necessary changes made, i.e. new text in bold and unwanted text clearly marked for deletion.

Sponsors are strongly encouraged to submit draft resolutions/decisions in electronic format by e-mail. However, procedures established by the General Assembly and the Main Committees may vary. Please contact the Secretary of the respective Main Committee regarding a particular submission procedure (see pages 25-32).

5. How can a Member State co-sponsor a draft resolution/ decision?

Member States wishing to co-sponsor a particular draft resolution/decision *must* sign the co-sponsorship form with: (a) the Member State coordinating the draft resolution; or (b) the staff member of the General Assembly Affairs Branch responsible for draft resolutions/decisions in the General Assembly Hall during plenary meetings; or at the following locations during the main part of the session (September to December): room NL-01033 in the North Lawn Building; during the resumed part of the session: room IN-0615B in the Innovation Building (6th floor). **Co-sponsorship cannot be done through any kind of correspondence, e-mail etc.**

Note that co-sponsorship cannot be accepted after the adoption of the draft resolution.

6. Where can I get a blank copy of the co-sponsorship form?

A blank copy of the co-sponsorship form can be obtained from the offices of the General Assembly Affairs Branch, room IN-0636B, or in the General Assembly Hall during plenary meetings.

7. What is the procedure to reflect in the PV records how a Member State intended to vote on a draft resolution/decision?

A member of the delegation can fill out a form provided by the General Assembly Affairs Branch and a footnote will be added to the PV record of the meeting.

8. Where can I get a copy of the voting record on the resolution/decision adopted?

Voting records are distributed to all Member States in the General Assembly Hall immediately after the adoption. Copies can also be obtained from the General Assembly Affairs Branch in room IN-0636B. The voting record is also available online using the relevant resolution number (entered, for example, as A/RES/64/148) at http://www.un.org/ga/search/voting.asp.

9. Where can I get a copy of the resolution/decision adopted?

A few weeks after adoption, resolutions are published in the A/RES/ series of documents. Until then, the text is contained in the "L" document, on the ODS or in the report of the relevant Committee and on the website of the General Assembly (www.un.org/ga) (see page 44). Text of resolutions and decisions are published as supplement no. 49 to the official records of the session in three volumes (e.g. A/65/49 (vol. I) to (vol. III)). Generally, volumes I and II contain resolutions and decisions adopted during the main part of the session, respectively, and volume III contains resolutions and decisions adopted during the resumed part.

10. Where can I find the list of candidates for General Assembly elections?

The list of candidates is available for delegations on the CandiWeb (https://eroom.un.org/eRoom). To access the CandiWeb, please send an e-mail to missions-support@un.int or fax to 1 212 963 0952. For queries on plenary elections, please contact Ms. Mary Muturi at: 212 963 2337, fax: 212 963 3783 or muturi@un.org.

11. What is the procedure for requesting the inclusion of an item in the agenda?

A request for the inclusion of an item in the agenda should be addressed to the Secretary-General and if possible with copies to the General Assembly Affairs Branch. A request for inclusion of an item in the provisional agenda of a forthcoming regular session, in accordance with rule 13 of the rules of procedure, should be made at least sixty days before the opening of the session. A request for inclusion of a supplementary item in the agenda, in accordance with rule 14 of the rules of procedure, should be made at least thirty days before the opening of the session. In accordance with rule 20 of the rules of procedure, any items proposed for inclusion in the agenda must be accompanied by an explanatory memorandum and, if possible, by basic documents or a draft resolution.

12. How can I find out the programme of work of the General Assembly and the respective Main Committees?

The draft calendar of the programme of work of the plenary is issued in July, covering September to December. The calendar is updated in late September, during the general debate under an INF document symbol (e.g. A/INF/66/3). You may contact the Secretary of the respective Main Committee for the programme of work (see pages 25-32). The Secretaries' names, office locations and telephone numbers are available in document A/INF/66/2.

13. How do I request the granting of observer status?

The General Assembly, by its decision 49/426, decided that, the granting of observer status should "in the future be confined to States and to those intergovernmental organizations whose activities cover matters of interest to the Assembly". The request for the granting of observer status needs to emanate from a Member State, or Member States, in the form of a letter to the Secretary-General containing a request for the inclusion of an item in the agenda of the General Assembly. Taking into account the requirement for the item to be considered in the Sixth Committee (resolution 54/195), which meets during the main part of the session

between September and December, such requests are normally submitted in time for inclusion in the provisional agenda of the forthcoming session, or the supplementary list thereto. The list of the observers can be found in document A/INF/65/5.

14. How do I request a videotape of my head of State's statement in the General Assembly Hall? Photographs?

For videotaping, delegations may request one NTSC DVD of each statement free of charge. Digital files formats such as MPEG2 and MPEG4 (H.264) are also available on demand and can be downloaded online. Additional copies of NTSC DVD, NTSC Betacam SP, back orders or any other special requests are subject to a charge. Tapes that have been ordered in advance will generally be available on the day the statement is made. Tapes ordered afterwards will be available as soon as possible. All requests are handled in the order in which they are received. To request a videotape of a statement, contact: United Nations Video Library (telephone 212 963 1561, 212 963 0656; fax 212 963 4501; e-mail: video-library@un.org). Live television feeds will be available through commercial carriers. For information, contact United Nations Television (telephone 212 963 7650; fax 212 963 3860).

For photographs, photographs in digital format (jpg) will be available for download free of charge on the United Nations photo website (www.un.org/av/photo). Photo enquiries and requests should be addressed to the United Nations Photo Library, room IN-0506B (telephone 212 963 6927, 212 963 0034; fax 212 963 1658; e-mail: photolibr@un.org). Special requests for other coverage may be addressed to Mark Garten, Chief, United Nations Photo Unit (room: Studio 4; telephone: 917 367 9652; garten@un.org). Efforts will be made to accommodate such requests within the staffing constraints (see page 61).

Delegates' Handbook

Delegates' Handbook

Sixty-sixth session of the
General Assembly of the United Nations

United Nations
New York, September 2011-September 2012

Note

This booklet contains information of a general nature about United Nations Headquarters and is applicable throughout the sixty-sixth session. Changes or suggestions to the booklet should be addressed to the General Assembly Affairs Branch, room IN-0615B, ext. 3.2337, fax: 212 963 3783. This booklet is also available on the Internet at the United Nations Delegates website (www.un.int/wcm/content/site/portal/home) as well as the General Assembly website under quick links (www.un.org/ga/).

ST/CS/61
September 2011-September 2012

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I. General information

United Nations Headquarters occupies an 18-acre tract of land on Manhattan Island. The site is bounded on the south by 42nd Street, on the north by 48th Street, on the west by what was formerly a part of First Avenue and is known now as United Nations Plaza, and on the east by the East River and Franklin D. Roosevelt Drive. The site is owned by the United Nations and is international territory.

The Headquarters, which is currently undergoing renovation, comprises six main structures that are all interconnected: the General Assembly Building, which contains the plenary hall on the second floor, and interim rooms for the Security Council on the concourse level; the North Lawn Building, a temporary structure, where during the current phase of the renovation, the ECOSOC Chamber, the conference rooms, as well as the offices of the Secretary-General and the President of the General Assembly are located; the Library Building with the Dag Hammarskjöld Auditorium, where press conferences are held; the South Annex Building, housing the Main Cafeteria and the temporary Delegates' Dining Room; the long, low Conference Building parallel to the river, which is closed for renovation, and the 39-storey Secretariat building, which is also currently closed. All conference rooms, council chambers and the plenary hall may be reached from the Delegates' Entrance in the General Assembly Building. There is also a direct entrance to the North Lawn Building close to 48th Street, and one to the

Library and South Annex Buildings near 42nd Street.

Several buildings adjacent to the Headquarters, which is currently closed for renovation, house United Nations offices including:

- DC1, One UN Plaza, 787 First Avenue[1]
- DC2, Two UN Plaza, 323 East 44th Street[2]
- FF Building, 304 East 45th Street[3]
- Albano Building, 305 East 46th Street[4]
- Alcoa Building, 866 UN Plaza
- Innovation Building, 300 East 42nd Street[5]
- Madison Building, 380 Madison Avenue between 46th and 47th Streets[6]

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[1] Department of Peacekeeping Operations (DPKO), Department of Field Support (DFS), Department of Public Information (DPI), Office of the United Nations High Commissioner for Human Rights (OHCHR), United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UNHRLLS), Office of the Special Adviser on Africa (OSAA), Office of the Special Representative of the Secretary-General for Children and Armed Conflict (OSRSG/CAAC), Office of the Special Representative of the Secretary-General for the United Nations International School and Department of Economic and Social Affairs (DESA).

[2] Department for General Assembly and Conference Management (DGACM), Department of Management (DM), DPI, Executive Office of the Secretary-General (EOSG), Regional Commissions New York Office and DESA.

[3] DM.

[4] DGACM and DM.

[5] DPKO, DFS, DGACM, DM and DPI.

[6] DFS, DPKO, DM, Department of Political Affairs (DPA), DPI, Department of Safety and Security, EOSG, Office for the Coordination of Humanitarian Affairs (OCHA), Office of Internal Oversight Services (OIOS) and Office of Legal Affairs (OLA).

- Teacher's Building, 730 Third Avenue between 45th and 46th Streets[7]
- Daily News Building, 220 East 42nd Street[8]
- Falchi Building, 31-00 47th Avenue, LIC, Queens[9]
- Court Square (UNFCU), 2401 44th Road, LIC, Queens[10]
- UNITAR Building, 801 UN Plaza[11]
- Library Building, 1st Avenue and 42nd Street[12]
- South Annex, 1st Avenue and 42nd Street[13]
- North Lawn Building[14]

A United Nations shuttle service operates between the United Nations Headquarters and 380 Madison Avenue. Below are the pick-up points:

- Central pick-up point for DC1 and DC2, the UNITAR, Uganda, FF, Albano, Alcoa, and 300 E. 42nd Street is in front of Visitors' Entrance Gate (1st Avenue and 45th Street)
- For Madison Avenue, pick-up point at the 46th Street Parking Garage (between Madison and 5th Avenue)

Should you have any queries, please contact the Local Transportation Team at 212 963 5585/9182.

***Telephone*: To call from outside the United Nations, the extension prefix "3" should be replaced by "212 963" and the prefix "7" by "917 367".**

[7] DM, DPA and EOSG.

[8] Office for Disarmament Affairs and DPKO.

[9] United Nations Archives and Records Management Section.

[10] DM and EOSG.

[11] DGACM (Verbatim Records).

[12] DGACM, DM, DPI, DSS, OLA, Office of Special Adviser Joseph Verner Reed and External Press office.

[13] DPI (News and Media Division) and Office of the Spokesperson.

[14] DGACM, DPA, DPI, DSS, EOSG, Office of the President of the General Assembly, Advisory Committee on Administrative and Budgetary Questions, Climate Change Support Team and Group of 77.

Entrance

Pedestrian — the entrance for delegations to the General Assembly Hall is located at First Avenue and 45th Street.

Cars — cars require United Nations diplomatic licence plates ("D" plates) as well as an identification decal for the sixty-sixth session of the General Assembly, in order to enter and to park at United Nations Headquarters. (For more information, please see Parking on pages 85-89.)

United Nations building passes and admission to meetings

1. *Accreditation for members of official delegations*

Passes for members of official delegations to regular and special sessions of the General Assembly and all other calendar meetings at Headquarters are authorized by the Protocol and Liaison Service (Tel: 212 963 7181) and processed by the Pass and Identification Unit, located at First Avenue and 45th Street. Registration Forms for members of delegations to temporary meetings (Form SG.6) may be accessed through the Protocol and Liaison Service website (www.un.int/protocol) in English, French and Spanish or picked up at the Protocol Office (Room NL-02058).

Types of passes[15]

1. VIP pass without photo issued from Protocol Office for Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses.
2. VIP pass with photo issued from Protocol Office for Deputy Prime Ministers, Cabinet Ministers and spouses.
3. Gold pass for Heads of delegations processed at the Pass Office.
4. Blue pass for all delegates processed at the Pass Office.
5. Protocol pass issued from Protocol Office for one day and/or for a short duration with photo.[16]

Protocol requirements for issuance of passes

For Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and spouses:

Letter of request for pass from the Permanent Mission, indicating names and titles and specifying the duration of stay. Neither photos nor SG.6 Forms are required.

[15] The requests and duly filled out SG.6 forms must be submitted at least 48 business hours in advance for proper accreditation and issuance of passes. Passes for those delegates who have been already entered into the electronic system may be picked up by a member of the Mission with proper identification. Spouses will be issued same type of passes as the principals.

[16] Issuance of Protocol passes will be curtailed for the duration of the General Debate except under very special circumstances. Protocol passes are not issued for calendar meetings at Headquarters.

For Deputy Prime Ministers and Cabinet Ministers and spouses:

1. Letter of request for pass from the Permanent Mission, indicating names and functional titles and specifying the duration of stay. SG.6 Forms are not required.
2. Two colour passport-size photographs.

For delegates:

1. Registration of members of delegations to temporary meetings (Form SG.6).
2. Covering letter addressed to the Chief of Protocol and signed by Head of Chancery or principal administrative officer, indicating names (no initials) and functional titles.

For Protocol passes:

1. Letter of request for pass addressed to the Chief of Protocol and signed by the permanent representative or the chargé d'affaires, a.i., indicating names, functional titles, reason for visit and duration of stay (SG.6 forms *are not required*).
2. Two colour passport-size photographs.

2. *Accreditation for media correspondents*

Accreditation for media correspondents with the written and online press, film, television, photo, radio and other media organizations is the responsibility of the *Media Accreditation and Liaison Unit of the News and Media Division/Department of Public Information (DPI) (room L-0248), extension 3.6934* (see page 54). For Press Accreditation requirements, please refer to: www.un.org/media/accreditation.

3. *Accreditation for non-governmental organizations*

(*a*) Grounds passes to designated representatives of non-governmental organizations in consultative status with the Economic and Social Council are issued through the *Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192).*

(*b*) Grounds passes to designated representatives of non-governmental organizations (NGOs) associated with DPI are issued on an annual basis through the *NGO Relations Cluster, DPI (DPI/NGO Resource Centre, room GA-037, ext. 3.7234, 3.7078 and 3.7233).*

Department of Safety and Security

The United Nations Security and Safety Service operates on a 24-hour basis.

	Ext.	Fax	Room
Office of Security and Safety Service			
Chief			
Mr. David J. Bongi	7.9520	3.6850	NL-02071
Security Operations Centre		3.6666	NL-01005

Takes enquiries for same-day lost and found items, requests for opening doors after regular office hours or on weekends and returning, after the close of business, IDs previously left at the Visitors Information Desk before it closes for the day. All in-person enquiries should be directed initially to the Security Operations Centre.

In addition to providing security and safety on a 24-hour basis at Headquarters, the Service will:

(*a*) Issue grounds passes, which members of delegation may obtain on the *First Floor of the UNITAR Building, 45th Street and First Avenue (First Avenue entrance) from 9 a.m. to 4 p.m.*, after being authorized by the Protocol and Liaison Service;

(*b*) Receive official telephone calls, telegrams and cables requiring follow-up action after normal working hours;

(*c*) Assist in locating and notifying the Organization's senior officials in an emergency;

(*d*) Liaise with national security representatives regarding protection arrangements for dignitaries;

(*e*) Liaise with local authorities whenever outside emergency assistance (e.g. ambulance, medical, police) is required;

(*f*) Handle lost and found property. During regular working hours, same-day lost property should be handed over or claimed from NL-01005 (ext. 3.6666). At all other times from the first floor of the UNITAR Building (ext. 3.7533).

Grounds passes will be checked at all entry points. Delegates are expected to wear their grounds passes visibly on their outermost garment while on the premises.

Missing grounds passes should be reported without delay to the Pass and Identification Unit (UNITAR Building, room U-100, ext. 3.7533).

Delegates are reminded not to leave briefcases or any valuable items unattended in conference rooms.

nformation

(Telephones and desk locations)

The Information Unit (ext. 3.7113) will advise on:

(*a*) The location and telephone numbers of delegations;

(*b*) The office or official to be contacted for technical or substantive queries;

(*c*) The location and telephone extensions of services, information media and United Nations clubs.

For information concerning the location and telephone numbers of Secretariat members, dial "0". (For further information regarding the telephone system of various offices in the United Nations, please see page 82).

nformation desks

- *General Assembly Building*
  Public lobby (ext. 3.7758)
- *Delegates' Entrance* (ext. 3.8902)
- *North Lawn Delegates' Lounge*
  NL-01026 (ext. 3.8902)
- *DC1 building*
  Office lobby (ext. 3.8998)
- *DC2 building*
  Office lobby (ext. 3.4989)
- *UNICEF House*
  Office lobby (212 326 7524)

Bulletin boards displaying the programme of meetings are located on the first floor of the General Assembly Building just inside the Delegates' Entrance and in the North Lawn Building.

Medical Services

The Medical Services Division provides emergency medical assistance to delegates and members of diplomatic missions to the United Nations.

Locations and working hours of the Medical Clinics:

1. *Innovation Building, 300 East 42nd Street, entrance from 2nd Avenue, 7th floor*
   Room IN-0703, Telephone 212 963 7090
   Monday to Friday from 8.30 a.m. to 5.30 p.m.
   Physicians are available from 9 a.m. to 5.30 p.m.

2. *DC1 Building*
   Room DC1-1190, Telephone 212 963 8990
   Monday to Friday from 9 a.m. to 5 p.m.

3. *UNICEF House*
   Room H-0545, Telephone 212 326 7541
   Monday to Friday from 9 a.m. to 5 p.m.

During the General Assembly (September to December) the operating hours of the Medical Services Division at the Innovation Building remain the same.

In addition, a Satellite Clinic will be opened Monday to Friday 9 a.m. to 11.30 p.m. and Saturday 11 a.m. to 7 p.m. at the North Lawn Building, Room NL-01022. The clinic will be closed on Sunday.

In case of an emergency *within and outside* normal working hours:

- Call United Nations Fire and Safety Unit at extension 3.5555 or call 911.

Protocol and Liaison Service

The Protocol and Liaison Service is part of the Department for General Assembly and Conference Management.

	Ext.	Room
Chief of Protocol		
Mr. Desmond Parker	3.7170	NL-02056
I. *Deputy Chief of Protocol* (*Vacant*)		
II. *Protocol and Liaison Officers*		
A. Mr. Paulose T. Peter (a.i.)	3.7180	NL-02058J

Algeria
Armenia
Austria
Bahrain
Belgium
Belize
Benin
Botswana
Burkina Faso
Burundi
Cambodia
Cape Verde
Central African Republic
Chad
Comoros
Congo
Côte d'Ivoire
Croatia
Democratic Republic of the Congo
Djibouti
France
Gabon
Ghana
Guinea
Guinea-Bissau
Jordan
Lebanon
Liechtenstein
Luxembourg
Madagascar
Maldives
Mali
Mauritania
Monaco
Mozambique
Namibia
Niger
Rwanda
Saint Vincent and the Grenadines
Senegal
Seychelles
Somalia
South Africa
Suriname
Swaziland
Trinidad and Tobago
United Republic of Tanzania
United States of America

Observers

African Development Bank
African Union
Community of Sahelo-Saharan States
Economic Community of Central African States
Economic Community of West African States
East African Community
International Conference on the Great Lakes Region
International Hydrographic Organization
International Organization of la Francophonie
International Criminal Police Organization (INTERPOL)
League of Arab States
Organization of Eastern Caribbean States
Organization for Economic Cooperation and Development
Organization of the Islamic Conference
Pacific Islands Forum
Partners in Population and Development
Regional Centre on Small Arms and Light Weapons in the Great Lakes Region, the Horn of Africa and Bordering States
South Asian Association for Regional Cooperation
South Centre
Southern African Development Community

	Ext.	Room
B. Ms. Marybeth Curran (a.i.)	3.7178	NL-02056

Andorra
Antigua
Argentina
Bahamas
Bolivia
(Plurinational
State of)
Chile
Colombia
Costa Rica
Cuba
Cyprus
Dominica
Dominican
Republic
Ecuador
El Salvador
Equatorial Guinea
Fiji
Germany
Guatemala
Haiti
Honduras
Iceland
India
Israel
Italy
Kiribati
Kuwait
Mexico
Morocco
Nauru
New Zealand
Nicaragua
Pakistan
Palau
Panama
Paraguay
Peru
Philippines
Samoa
Spain
Switzerland
Togo
Tonga
Tunisia
Tuvalu
United Arab
Emirates
United Kingdom
of Great Britain
and Northern
Ireland
Uruguay
Venezuela
(Bolivarian
Republic of)

Observers

Holy See
Palestine
Agency for the Prohibition of Nuclear Weapons
in Latin America and the Caribbean
Andean Community
Asian Development Bank
Association of Caribbean States
Caribbean Community (CARICOM)
Central American Integration System
Council of Europe
Customs Cooperation Council

European Community
Ibero-American Conference
Inter-American Development Bank
Italian-Latin American Institute
Latin American Economic System (SELA)
Latin American Integration Association
Latin American Parliament
OPEC Fund for International Development
Organization of American States
Organization for Security and Cooperation in Europe
Parliamentary Assembly of the Mediterranean

	Ext.	Room
C. Ms. Nicole Bresson-Ondieki	7.4320	NL-02058K

Angola
Australia
Bangladesh
Barbados
Bhutan
Bosnia and Herzegovina
Brazil
Brunei Darussalam
Cameroon
Canada
China
Czech Republic
Denmark
Estonia
Finland
Gambia
Grenada
Guyana
Hungary
Indonesia
Ireland
Jamaica
Kenya
Latvia
Liberia
Malawi
Malaysia
Malta
Marshall Islands
Nepal
Netherlands
Nigeria
Norway
Oman
Papua New Guinea
Portugal
Qatar
Republic of Korea
San Marino
Sierra Leone
Singapore
Solomon Islands
South Sudan
Sri Lanka
Sudan
Sweden
Timor-Leste
Vanuatu
Zimbabwe

Observers

African, Caribbean and Pacific Group of States
Asian-African Legal Consultative Organization
Association of Southeast Asian Nations (ASEAN)
Common Fund for Commodities
Commonwealth
Community of Portuese-speaking Countries
Conference on Interaction and Confidence-Building Measures in Asia
Cooperation Council for the Arab States of the Gulf
Energy Charter Conference
Hague Conference on Private International Law
Indian Ocean Commission
International Centre for Migration Policy Development
International Organization for Migration
International Union for the Conservation of Nature
Permanent Court of Arbitration
Shanghai Cooperation Organization
University for Peace

	Ext.	Room
D. Mr. Fariz Mirsalayev	3.7177	NL-02058I

Afghanistan
Albania
Azerbaijan
Belarus
Bulgaria
Democratic People's Republic of Korea
Egypt
Eritrea
Ethiopia
Georgia
Greece
Iran (Islamic Republic of)
Iraq
Japan
Kazakhstan
Kyrgyzstan
Lao People's Democratic Republic
Lesotho
Libyan Arab Jamahiriya
Lithuania
Mauritius
Micronesia (Federated States of)
Mongolia
Montenegro
Myanmar
Poland
Republic of Moldova
Romania
Russian Federation
Saint Kitts and Nevis
Saint Lucia
Sao Tome and Principe
Saudi Arabia
Serbia
Slovakia
Slovenia
Syrian Arab Republic
Tajikistan
Thailand
The former Yugoslav Republic of Macedonia
Turkey
Turkmenistan
Uganda
Ukraine
Uzbekistan
Viet Nam
Yemen
Zambia

Observers

Black Sea Economic Cooperation Organization
Collective Security Treaty Organization
Commonwealth of Independent States
Economic Cooperation Organization
Eurasian Development Bank
Eurasian Economic Community
Global Fund to Fight AIDS, Tuberculosis and Malaria

GUAM
International Committee of the Red Cross
International Criminal Court
International Development Law Organization
International Federation of Red Cross and Red Crescent Societies
International Fund for Saving the Aral Sea
International Humanitarian Fact-Finding Conference
International Institute for Democracy and Electoral Assistance
International Olympic Committee
Inter-Parliamentary Union
International Seabed Authority
International Tribunal for the Law of the Sea
Islamic Development Bank Group
Sovereign Military Order of Malta

Credentials

Credentials are required for representatives of Member States of the General Assembly, the Security Council and the Economic and Social Council.

For the sessions of the General Assembly, credentials of representatives (issued by the head of State or Government or by the Minister for Foreign Affairs) should be submitted to the Secretary-General not less than one week before the opening of the session through the Secretary of the Credentials Committee, Office of Legal Affairs (Madison Building, room M-13051, 380 Madison Avenue) and copied to the Protocol and Liaison

Service (North Lawn Building, room NL-02058) for publication.[17]

Permanent Missions to the United Nations handbook "Blue Book"

This handbook, published once a year, lists the diplomatic personnel of Member States, the staff of intergovernmental organizations accredited to the United Nations as observers and the staff of liaison offices of United Nations specialized agencies, as well as the membership of the principal organs of the United Nations.

All interim movements of personnel and changes in address, telephone/fax numbers, national holiday, etc., in the "Blue Book" are updated online as soon as the Protocol and Liaison Service is notified of such changes by the Missions.

[17] The list of delegations to the sixty-sixth session of the General Assembly will be available on ODS towards the end of December 2011. A provisional list of delegations can be found at the Protocol and Liaison Service website www.un.int/protocol at the opening of the General Debate.

Protocol and Liaison Service website

The Protocol and Liaison Service website (www.un.int/protocol) includes the most updated version of the "Blue Book", lists of Permanent Representatives, Heads of State/Government and Ministers for Foreign Affairs and a list of senior United Nations officials. It also contains the "Manual of Protocol".

II. The General Assembly and its Main Committees

Sixty-sixth regular session

Information on the General Assembly is available at the United Nations website: www.un.org/ga or at:

Arabic: www.un.org/arabic/ga
Chinese: www.un.org/chinese/ga
French: www.un.org/french/ga
Russian: www.un.org/russian/ga
Spanish: www.un.org/spanish/ga

The President of the General Assembly for the sixty-sixth session

His Excellency Nassir Abdulaziz Al-Nasser (Qatar).

At its sixty-fifth regular session, on 22 June 2011, pursuant to rule 30 of the rules of procedure, the General Assembly elected the President for the sixty-sixth session.

Office of the President

The Office is located on the second floor of the North Lawn Building.

	Ext.	Fax	Room
Office of the President	212 963 7555	212 963 3301	NL-02080
Spokesperson	212 963 0755	212 963 3301	NL-02080

Vice-Presidents

Pursuant also to rule 30, the General Assembly elected the 21 Vice-Presidents for the sixty-sixth session:

Vice-Presidents of the General Assembly for the sixty-sixth session

1. Australia
2. Austria
3. Benin
4. Bolivia (Plurinational State of)
5. Chad
6. China
7. Fiji
8. France
9. Haiti
10. Hungary
11. Iran (Islamic Republic of)
12. Kuwait
13. Liberia
14. Malawi
15. Mauritius
16. Morocco
17. Republic of Korea
18. Russian Federation
19. United Kingdom of Great Britain and Northern Ireland
20. United States of America
21. Uruguay

Secretariat arrangements for the General Assembly

The Secretary-General acts in his capacity as Chief Administrative Officer of the Organization at all meetings of the General Assembly.

Overall responsibilities for the work of the Secretariat in connection with the General Assembly are vested in the Under-Secretary-General for General Assembly and Conference Management.

The Director of the General Assembly and ECOSOC Affairs Division coordinates the work of the session. The Director also assumes direct responsibility for the servicing of plenary meetings and the meetings of the General Committee.

Specific responsibility for the work of the Main Committees and other committees or organs is vested in the representatives of the Secretary-General to those committees, namely, the under-secretaries-general or other officials listed below under the appropriate committee. The secretaries of the Main Committees and other committees or organs of the General Assembly, who are also listed below, are provided by the appropriate departments or offices of the Secretariat.

Plenary meetings of the General Assembly and meetings of the General Committee

	Ext.	Fax	Room
Under-Secretary-General for General Assembly and Conference Management			
Mr. Shaaban M. Shaaban	3.8362	3.8196	IN-0632

Questions relating to the work of the Assembly should be referred to the General Assembly and ECOSOC Affairs Division.

Director
Mr. Ion Botnaru 3.0725 IN-0618
e-mail: botnaru@un.org

General Assembly Affairs Branch

Programme of work of the General Assembly, coordination, procedures, organizational matters, plenary elections and candidatures
Tel: 212 963 2332 (General)
Fax: 212 963 3783

Chief
Mr. Saijin Zhang 3.2336 IN-0610
e-mail: zhangs@un.org

	Ext.	Fax	Room
Mr. Kenji Nakano	3.5411		IN-0619C e-mail: nakano@un.org
Ms. Sonia Elliott	3.2338		IN-0616 e-mail: elliotts@un.org
Mr. Ziad Mahmassani	3.2333		IN-0636A e-mail: mahmassani@un.org
Ms. Anne Kwak	3.3818		IN-0624 e-mail: kwaks@un.org
Arrangements for the list of speakers			
Ms. Mériem Heddache	3.5063	3.3783	IN-0613A e-mail: heddachem@un.org
Information on plenary elections and candidatures[1]			
Ms. Mary Muturi	3.2337	3.3783	IN-0615B e-mail: muturi@un.org
Membership of Main Committees[2]			
Mr. Carlos Galindo	3.5307	3.3783	IN-0608C e-mail: galindo@un.org

While meetings of the General Assembly are in progress, most of the staff listed above may be reached at ext. 3.7786/3.7787/3.9110, fax: 3.4423.

All those listed above deal with matters relating to plenary meetings of the General Assembly and meetings of the General Committee.

[1] CandiWeb (https://eroom.un.org/eRoomASP/DigChooseClient.asp) is the webpage that provides information on the list of candidates (GA Informal Working Paper) for the session.

[2] The list of participants to the Main Committees is issued by each Main Committee (A/INF/66/2).

Questions relating to General Assembly documentation should be addressed to the staff of the Documents Planning Unit listed below.

Documents Planning Unit
Fax: 212 963 3696

	Ext.	Room
Chief		
Mr. Valeri Kazanli	3.3657	AB-0909 e-mail: kazanliv@un.org
Mr. Manny Abraham	7.5793	AB-0902D e-mail: abrahamm@un.org
Ms. Faika Jackson	3.9221	AB-0902H e-mail: jacksonf@un.org
Ms. Monika Plasota	3.6577	AB-0902D email: plasota@un.org
Ms. AyeAye Than	3.2345	AB-0902G e-mail: thana@un.org

Questions on other matters should be referred to the appropriate offices listed below.

Main Committees of the General Assembly

Pursuant also to rule 30, the First Committee, the Special Political and Decolonization (Fourth) Committee, the Second Committee, the Third Committee, the Fifth Committee and the Sixth Committee elected their respective Chairs. See under each Main Committee for details.

	Ext.	Fax	Room

First Committee

Chair: H.E. Mr. Jarmo Viinanen (Finland)

High Representative for Disarmament Affairs
Mr. Sergio de Queiroz Duarte 3.1570 3.4066 DN-2502

Deputy Secretary of the First Committee
Mr. Sergei Cherniavsky 3.3051 3.5305 IN-0629C

Secretary of the Disarmament Commission[3]
Mr. Sergei Cherniavsky 3.3051 3.5305 IN-0629C

Special Political and Decolonization Committee (Fourth Committee)

Chair: H.E. Mrs. Simona Mirela Miculescu (Romania)

Under-Secretary-General for Peacekeeping Operations
Mr. Hervé Ladsous 3.8079 3.9222 DC1-1526

Under-Secretary-General for Field Support
Ms. Susana Malcorra 3.2199 3.1379 DC1-1518

Under-Secretary-General for Political Affairs
Mr. B. Lynn Pascoe 3.5055 3.5065 NL-02060

Under-Secretary-General for Communiations and Public Information
Mr. Kiyotaka Akasaka 3.2912 3.4361 DC1-0530

[3] The Disarmament Commission works in close cooperation with the First Committee and has similar agenda items on disarmament and international security issues.

	Ext.	Fax	Room
Commissioner-General of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Gaza			
Mr. Filippo Grandi	3.2255	935 7899	DC1-1265* One UN Plaza
Secretary of the Special Political and Decolonization Committee			
Ms. Emer Herity	7.5816	3.5305	IN-0613C

Second Committee

Chair: H.E. Mr. Abulkalam Abdul Momen (Bangladesh)

Under-Secretary-General for Economic and Social Affairs			
Mr. Sha Zukang	3.5958	3.1010/ 3.4324	DC2-2320
Under-Secretary-General and High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States			
Mr. Cheick Sidi Diarra	3.9078	3.0419	DC1-1218
Executive Secretary of the Economic Commission for Europe (ECE), Geneva			
Mr. Ján Kubiš	3.6905	3.1500	DC2-1862*
Executive Secretary of the Economic and Social Commission for Asia and the Pacific (ESCAP), Bangkok			
Ms. Noeleen Heyzer	3.6905	3.1500	DC2-1862*

* New York office.

	Ext.	Fax	Room
Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC), Santiago			
Ms. Alicia Bárcena	3.6905	3.1500	DC2-1862*
Executive Secretary of the Economic Commission for Africa (ECA), Addis Ababa			
Mr. Abdoulie Janneh	3.6905	3.1500	DC2-1862*
Executive Secretary of the Economic and Social Commission for Western Asia (ESCWA), Beirut			
Ms. Rima Khala	3.6905	3.1500	DC2-1862*
Executive Director of the United Nations Children's Fund (UNICEF)			
Mr. Anthony Lake	326 7028	326 7758	H-1380 UNICEF House
Executive Director of the World Food Programme			
Ms. Josette Sheeran	646 556 6901	646 556 6932	733 3rd Avenue* 23rd Floor
Secretary-General of the United Nations Conference on Trade and Development (UNCTAD), Geneva			
Mr. Supachai Panitchpakdi	3.4319	3.0027	DC2-1120* Two UN Plaza
Administrator of the United Nations Development Programme (UNDP)			
Ms. Helen Clark	906 5791	906 5778	DC1-2128 One UN Plaza

* New York office.

	Ext.	Fax	Room
Executive Director of the United Nations Population Fund (UNFPA)			
Ms. Thoraya Obaid	297 5111	297 4911	DN-1901 220 East 42nd St.
Executive Director of the United Nations Environment Programme (UNEP), Nairobi			
Mr. Achim Steiner	3.2111	3.7341	DC2-0816* Two UN Plaza
Executive Director of the United Nations Institute for Training and Research (UNITAR), Geneva			
Mr. Carlos Lopes	3.9683	3.9686	DC1-0603* One UN Plaza
Rector of the United Nations University (UNU), Tokyo			
Prof. Dr. Konrad Osterwalder	3.6345	371 2144	DC2-2060* Two UN Plaza
Under-Secretary-General, Executive Director of the United Nations Human Settlements Programme			
Mr. Joan Clos	3.4200	3.8721	DC2-0943* Two UN Plaza
Secretary of the Second Committee			
Ms. Jennifer De Laurentis	3.4640	3.5935	IN-622 300 East 42nd Street 6th Floor

* New York office.

	Ext.	Fax	Room

Third Committee

Chair: H.E. Mr. Hussein Hanif (Malaysia)

Under-Secretary-General, Director-General of the United Nations Office at Vienna, and Executive Director of the United Nations Office on Drugs and Crime
Mr. Yuri Fedotov 3.5631 3.4185 DC1-0613*
One UN Plaza

Under-Secretary-General for Economic and Social Affairs
Mr. Sha Zukang 3.5958 3.1010/ 3.4324 DC2-2320

Executive Director of the United Nations Children's Fund (UNICEF)
Mr. Anthony Lake 5.7028 5.7758 H-1380
UNICEF House

United Nations High Commissioner for Human Rights (Geneva)
Ms. Navanethem Pillay 3.5931 3.4097 DC1-516*

United Nations High Commissioner for Refugees (UNHCR), Geneva
Mr. António Manuel de Oliveira Guterres
3.6200 3.0074 DN-3000*
Daily News Building

Under-Secretary-General/Executive Secretary of UN-Women
Ms. Michelle Bachelet
646 781 4502 646 781 4567 DN-17th Floor*
Daily News Building

* New York office.

	Ext.	Fax	Room
Special Representative of the Secretary-General for Children and Armed Conflict			
Ms. Radhika Coomaraswamy	3.3178	3.0807	DC1-623A
Special Representative of the Secretary-General on Violence against Children			
Ms. Marta Santos Pais	5.7400	5.7194	H-504 UNICEF House
Acting Secretary of the Third Committee			
Mr. Otto Gustafik	3.9963	3.5935	IN-0620C

Fifth Committee

Chair: H.E. Mr. Michel Tommo Monthe (Cameroon)

Under-Secretary-General for Management			
Ms. Angela Kane	3.2410	3.8424	L-0303
Under-Secretary-General for Internal Oversight Services			
Ms. Carman L. Lapointe	3.6196	3.7010	M-10036
Assistant Secretary-General for Programme Planning, Budget and Accounts, and Controller			
Mr. Jun Yamazaki	7.9949	3.8061	DC2-0520
Assistant Secretary-General for Human Resources Management			
Ms. Catherine Pollard	3.8081	3.1944	M-09035
Assistant Secretary-General for Central Support Services			
Mr. Warren Sach	3.5569	3.4168	DC2-2508

	Ext.	Fax	Room
Assistant Secretary-General and Executive Director, Capital Master Plan			
Mr. Michael Adlerstein	3.1889	7.5377	L-1B102
Secretary of the Fifth Committee			
Ms. Sharon Van Buerle	3.2021	3.0360	L-0321

Sixth Committee

Chair: H.E. Mr. Hernán Salinas Burgos (Chile)

Under-Secretary-General for Legal Affairs, The Legal Counsel			
Ms. Patricia O'Brien	3.5338	3.6430	M-13031
Assistant Secretary-General for Legal Affairs			
Mr. Stephen Mathias	3.5528	3.6430	M-13047
Secretary of the Sixth Committee			
Mr. Václav Mikulka	3.5331	3.1963	M-13065

Economic and Social Council

The Bureau of the Economic and Social Council is elected by the Council at large at the beginning of each annual session. The Bureau's main functions are to propose the agenda, draw up a programme of work and organize the session with the support of the ECOSOC secretariat. Information on the Council is available electronically at www.un.org/docs/ecosoc.

The President of the Economic and Social Council is elected in January of each year.

Office of the President

The office is located on the ground floor of the North Lawn Building.

Office of the President
212 963 9326 212 963 8647 NL-01021

Secretary to the President
212 963 7569

Secretariat arrangements for the Economic and Social Council

The Chief of the ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division, Department for General Assembly and Conference Management (DGACM), coordinates the work of the Council, and assumes direct responsibility for the management of plenary meetings and the meetings of the subsidiary bodies of the Council.

Substantive responsibility for the work of the Council and its subsidiary bodies is coordinated by the Director, Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs.

Plenary meetings of the Economic and Social Council

ECOSOC Affairs Branch, General Assembly and ECOSOC Affairs Division:

	Ext.	Fax	Room
Chief and Secretary of the Council: Ms. Jennifer De Laurentis	3.4640	3.5395	IN-0622

300 East 42nd Street
6th Floor

	Ext.	Fax	Room
Office for ECOSOC Support and Coordination, Department of Economic and Social Affairs:			
Director:			
Mr. Nikhil Seth	3.1811	3.1712	DC1-1428 One UN Plaza e-mail: seth@un.org

Other organs

Credentials Committee

Under-Secretary-General for Legal Affairs, The Legal Counsel			
Ms. Patricia O'Brien	3.5338	3.6430	M-13031
Secretary			
Mr. Stadler Trengove	3.1107	3.6430	M-13051

Advisory Committee on Administrative and Budgetary Questions

Executive Secretary			
Ms. Shari Klugman	3.7456	3.6943	NL-02084

Committee on Contributions

Secretary			
Mr. Lawrence Jituboh	3.0293		FF-0606

Ad Hoc Committee of the General Assembly for the Announcements of Voluntary Contributions to the United Nations Relief and Works Agency for Palestine Refugees in the Near East

Secretary			
Ms. Emer Herity	7.5816	3.5305	IN-0613C

III. Conference services

Meetings services

DGACM is responsible for providing the following meeting services to meetings held in conference rooms located in the North Lawn Building and in the General Assembly Building:

- Interpretation
- Meeting records
- Editing
- Translation
- Reproduction
- Distribution of documents

Contact to answer general enquiries on meeting services: Meetings Management Section (MMS) (room DC2-0887, ext. 3.8114)

Contact to answer general enquiries regarding documents: Documents Control (room AB-903, ext. 3.6579)

Programme of meetings

Prepared by the Meetings Management Section (ext. 3.8114 or 3.7351), the daily programme of meetings for the following day with information on conference rooms and services is printed in the *Journal* (see page 38). This information is displayed on electronic screens alongside the corridors.

All authorized requesting parties, including Permanent Missions to the United Nations, wishing to book conference rooms and interpretation services should contact the MMS programme team (at the numbers mentioned above) to ascertain

availability of services and to receive a prebooking confirmation through e-Meets 2.0. Receipt of a prebooking confirmation through e-Meets 2.0 does not automatically guarantee approval of conference-servicing facilities. Confirmation of meeting requests by the Meetings Management Section is also done via e-Meets.

Duration of meetings

As a rule, morning meetings are scheduled from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m.

Punctuality: Owing to the heavy demand for meetings and the limited facilities available, it is essential that meetings should start on time and that the above schedule be respected to the fullest extent possible. Therefore, delegations are urged to be present at the meetings on time.

Scheduling of meetings: It is advisable to schedule related meetings consecutively whenever possible, to ensure the maximum utilization of available services. For ease of transition, however, there should be a short gap between unrelated meetings.

Cancellations: In the event a scheduled meeting is cancelled, the organizers are urged to inform MMS immediately to enable re-allocation of resources.

Meetings of regional and other major groupings of Member States and other informal meetings can be accommodated only if and when services originally earmarked for meetings of Charter or mandated bodies are released.

Use and care of United Nations electronic equipment

Delegates and other meeting participants are requested not to place water and/or other liquids on tables or surfaces in conference rooms where simultaneous interpretation audio systems are installed. Spillages might occur thus causing serious malfunction. Care should also be taken in utilizing microphones, channel selectors, voting switches and audio earphones as these are sensitive electronic devices. Placing a cellular phone near the microphone may also interfere with the sound quality.

Use of cameras and cellular phones

Members of delegations are reminded that no photographs are allowed in conference rooms or in the General Assembly Hall and that Security will be instructed to strictly enforce this rule. Members are also reminded to refrain from making or accepting cellular phone calls at their delegation tables (see page 40).

Seating protocol according to the first seat

The Secretary-General on 22 June 2011 drew the name of *Turkmenistan* among the Member States to occupy the first seat in the General Assembly Hall during the sixty-sixth session of the General Assembly. Consequently, the delegation of *Turkmenistan* will be seated at the first desk in the front row at the right of the President. Delegations of the other Member States will follow in the English alphabetical order of names, in accordance with established practice. The same seating arrangement applies to meetings of the Main Committees.

Copies of the floor plan will be available at the Documents Counter located in room NL-1006 (ext. 3.7373).

Journal of the United Nations (room IN-0908, 300 East 42nd Street)

All queries may be made from 3 p.m. onwards at ext. 3.3888.

The *Journal of the United Nations* is issued daily on working days in English and French. During the main part of the General Assembly session, it is published in the six official languages (Arabic, Chinese, English, French, Russian and Spanish).

The *Journal*, is available on the website of the United Nations, the Official Document System (ODS), Twitter (www.twitter.com/Journal_UN_ONU) and Facebook (Journal of the United Nations), or by e-mail subscription (undocs.org). It features:

(*a*) Programme of meetings and agenda;
(*b*) Summary of meetings;
(*c*) Signatures and ratifications for multilateral treaties deposited with the Secretary-General;
(*d*) Announcements;
(*e*) Daily list of and direct link to documents issued at Headquarters;
(*f*) List of Chairs of regional groups for each month;
(*g*) List of websites.

Material for insertion in the *Journal* should be communicated by e-mail (journal@un.org). The deadline for the inclusion of all material for the *Journal* issue of the next day is *6:30 p.m. for the programme of meetings and 7 p.m. for the summaries*.

Interpretation

(*a*) Statements made in any of the six official languages of the United Nations are interpreted into the other official languages: *for written statements* it is essential that the delegations provide interpreters with copies of their texts to the Meetings Servicing Assistant in order to ensure the quality of the interpretation (see page 43). Speakers are requested to deliver the statement at a speed that is interpretable.

(*b*) In cases where statements are made *in a language other than the official languages*, (rule 53 of the rules of procedure of the General Assembly): delegations *must provide either an interpreter or a written text of the statement in one of the official languages*. The interpretation into the other official languages by United Nations interpreters will be based on the interpretation or written text accepted by the Secretariat as representing the official text of the statement. A "pointer", a person who knows the language in which the statement is to be delivered and the official language into which it has been translated, should be made available by the delegation, to guide the interpreter throughout the translated text and to ensure synchronization between the speaker and the interpreter.

Written translations of statements delivered in official languages

"Read out verbatim" or "check against delivery", should be specified on the first page of the text when delegations provide a written translation of their statement. For written texts

provided in more than one official language, delegations should indicate clearly which of these is to be accepted as the official text.

Read out verbatim: interpreters will follow the translation. Therefore, any deviation from the text on the part of the speaker, including omissions and additions, *are unlikely to be reflected in the interpretation* (see page 41).

Check against delivery: interpreters will follow the speaker and not the translation. If the speaker deviates from the text, delegations should be aware that the interpretation heard by the audience will not necessarily correspond to the translation that they may have distributed to the audience and the press.

Microphones start to operate only when the representative taking the floor has been called upon to speak and the delegate has pushed the button. To ensure the best possible recording and interpretation of the statement, representatives should speak directly and clearly into the microphone, particularly when giving figures, quotations or highly technical material, or when reading from a prepared text (see also page 43). Tapping on the microphone to test if it is working, turning pages and making or answering cellular phone calls should be avoided (see page 37).

Delivering the statement: while delegations are increasingly given a time frame in which to deliver their statements, they are kindly requested to do so at a normal speed if possible,* to enable the interpreters to give an accurate and complete rendition of their statements. When statements are

* For instance, the normal speed in English is 100 to 120 words per minute.

delivered at a fast pace to comply with the time limit, the quality of the interpretation may suffer.

Records of meetings

Meeting records are provided for the plenary meetings of principal organs, for meetings of the Main Committees of the General Assembly and, on a limited and selective basis, for meetings of certain other bodies. Meeting records are in two forms: verbatim records (PVs) or summary records (SRs). The records are prepared by the Secretariat and are subject to correction by delegations. *However, corrections that add to, or alter the sense of, a statement as actually delivered cannot be accepted.*

- PVs cover the proceedings *in extenso* utilizing interpretations for languages other than the original.

Delegates are advised that if any portion of a written statement is not actually read out, it will not appear in the record of that meeting.

- SRs cover the proceedings in a concise, abbreviated form. They are not intended to include each intervention, or to reproduce statements textually.

The provision of written records (verbatim or summary) for United Nations bodies is regulated by a number of decisions of the General Assembly and other principal organs.

In addition, sound recordings of meetings are made and may be consulted (see page 79).

Corrections to meeting records

- *Corrections to PVs*: Chief, Verbatim Reporting Service, room U-506.
- *Corrections to SRs*: Chief, Official Records Editing Section, room DC2-0766, Two United Nations Plaza.

Corrections to both PVs and SRs should be indicated in a memorandum. If corrections are inserted in a copy of the record, the front page of the corrected record should bear the signature and title of an authorized official of the delegation concerned.

Delegations are requested to make sure that, when the corrections are made by hand, they are written clearly and that the place in which they are to be inserted is indicated precisely.

- *Corrections to PVs* should be limited to errors and omissions in statements as actually delivered, that is, in the original language. When a request is submitted for a correction, a check is made against the sound recording of the relevant speech.
- *Corrections to SRs* should not cover points of style, nor include lengthy additions that would upset the general balance of the summary record.

The text of a speech should not be submitted in lieu of corrections.

Issuance of corrections

Records of United Nations bodies are reissued as corrected only in certain cases. These include records of meetings of the Security Council and plenary meetings of the Economic and Social Council. For other bodies, including the General

Assembly and its Main Committees, records are issued only once and approved corrections are reflected in a single corrigendum issued periodically. Only in cases of serious errors or omissions materially affecting the course of the proceedings may a correction be issued immediately. In the case of verbatim records, such exceptional corrections will be resorted to only to revise errors or omissions in the original language version of a statement. Other language versions would be brought into conformity, if necessary, with the corrected text in the original language.

Copies of prepared texts of statements in plenary meetings and in meetings of the Main Committees

In advance: 30 copies (minimum) should be given to the conference officer to help the Secretariat provide the best possible service or failing this,

Right *before* the speaker takes the floor: 10 copies should be provided urgently for interpreters and record-writers. Copies of the scripts should also be provided, if films or other visual materials are used.

For distribution in the General Assembly Hall 300 copies and in the Main Committee conference rooms: 250 copies, if delegations wish to have the statement distributed to delegations, specialized agencies, observers, interpreters, record-writers and press officers. Statements should be delivered to the documents counter on the left side of the Hall or to the Meetings Servicing Assistant.

Documents facilities

Translation and reproduction of documents

Delegations wishing to submit documents for consideration by a United Nations body should present them to the Secretary-General or to the secretary of the body concerned. The staff of Documents Control is not authorized to accept documents for translation or reproduction directly from delegations.

The categories of documents are as follows:

(*a*) The "General" series;

(*b*) The "Limited" (L) series followed by the serial number: this series comprises documents of a temporary nature such as draft resolutions and amendments thereto. When such documents are submitted during a meeting and are required urgently, advance versions marked "Provisional" are translated and reproduced immediately by special arrangements and distributed to participants only. Edited texts and revised translations are issued later;

(*c*) The "Restricted" (R) series followed by the serial number: this series contains only those documents whose content requires at the time of issuance that they should not be made public;

(*d*) Conference room papers (CRPs) or working papers (WPs): are informal papers, in one or more languages, used in the course of a meeting and distributed only to participants and other interested recipients attending the meetings.

Distribution of documents for delegations

Delegations' pick-up area is located at the service entrance to the North Lawn complex from 7.30 a.m. to 9.30 a.m. on weekdays.

Special requests for distribution should be addressed to the Chief of the Publishing Section (room GA-3B704C, ext. 3.1807).

The daily list of documents distributed at Headquarters is issued in the *Journal*. Documentation distributed daily to delegations in accordance with stated requirements will be available for pick-up at the address above.

The Documents Counter located in room NL-01006 on the first floor of the North Lawn Building (ext. 3.7373) is open for secondary requests during working hours on weekdays.

A limited number of copies of documents containing draft proposals for action during the meetings in progress will be available in the conference rooms.

To obtain hard copies of any documents, please contact the Publishing Section via e-mail at: publishing@un.org with the following specific instructions: document symbol, languages required, quantity of each document, and your physical delivery address.

Only United Nations documents may be distributed during the meetings (see FAQ/3).

Electronic versions of official documents can be accessed from the United Nations official document system (ODS) free of charge by all Permanent Missions to the United Nations and other government offices. Documents in all official languages stored in the official document system are indexed following the structure of the United Nations Bibliographic Information System

(UNBIS) and can be retrieved for viewing, printing and/or downloaded (see pages 66-67).

Information on the official document system can be requested from ext. 3.6439.

Communications from Member States for issuance as a document of the General Assembly

Delegations requesting issuance of communications as documents of the General Assembly should ensure that they are addressed to the Secretary-General and/or the President of the General Assembly, and signed by the Permanent Representative or Chargé d'affaires of the Permanent Mission to the United Nations. The communications should indicate the session of the General Assembly, and the number and title of the agenda item under which circulation is requested, using the latest agenda.[1]

Electronic versions in Microsoft Word should be sent to dpu-dgacm@un.org, so as to facilitate the processing of communications. If versions in any other United Nations official languages are available, they should be included with a clear indication of the original language and/or which language versions are to be used for reference only. Materials that are easily accessible to the public on websites or through the media, such as statements, press releases and images, should be cited rather than included in the communications.

[1] **A/65/150 or A/65/251**. While the General Assembly is in session, communications will bear the symbol of the Main Committees if the agenda item(s) under which circulation is requested are allocated to a specific Committee.

Further information may be obtained by calling 917 367 5895, by e-mailing at dpu-dgacm@un.org or referring to DGACM/CPCS/2008/1.

IV. Media, public and library services

Spokesperson for the Secretary-General

	Ext.	Room
Spokesperson for the Secretary-General		
Mr. Martin Nesirky	3.6172	SA-1B24
Deputy Spokesperson		
Mr. Eduardo del Buey	3.1104	SA-1B22
Press inquiries	3.7160/3.7161/3.7162	SA-1B15

Press conferences

Requests for press conferences should be addressed to the Office of the Spokesperson for the Secretary-General (room SA-1B15, ext. 3.7160, 3.7161 and 3.7162).

Services to correspondents

Daily press briefings: are given at noon in the Dag Hammarskjöld Auditorium by the Spokesperson for the Secretary-General. During General Assembly sessions, the Spokesperson for the President of the General Assembly also briefs the press on Assembly matters. These daily briefings are webcast live and are archived for on-demand viewing immediately afterwards (www.un.org/webcast). Highlights of the noon briefing can be found on the website of the Spokesperson's Office (www.un.org/news/ossg/hilites.htm). For other services, see www.un.org/news/ossg.

For additional services to correspondents, please see pages 52-54.

Working facilities for correspondents are provided in the press areas on the 2nd floor of the Dag Hammarskjöld Library Building and, *from 21 to 30 September 2011 only*, a press area will be available in Conference Room 1 in the North Lawn Building.

Public information

The Department of Public Information (DPI) provides a wide range of services to representatives of the media, NGOs and the general public.

	Ext.	Room
Under-Secretary-General for Communications and Public Information		
Mr. Kiyo Akasaka	3.2912	DC1-0530
News and Media Division		
Director		
Mr. Stéphane Dujarric	3.6945	IN-0518
News and Content		
Deputy Director		
Mr. Alex Taukatch	3.7158	IN-0519
Operations		
Acting Deputy Director		
Ms. Michele DuBach	3.6957	IN-0221
United Nations Web Services Section (United Nations website information, www.un.org)		
Chief		
Mr. Mahbub Ahmad	3.6974	M-16043
News Services Section (United Nations News Centre, www.un.org/news)		
Acting Chief		
Ms. Lydia Lobenthal	3.6447	IN-0517B

	Ext.	Room
Press Service		
Acting Chief		
Mr. Collinet Finjap Njinga	3.5850	NL-02066B
Meetings Coverage Section (Press Releases)		
For English: www.un.org/en/unpress		
For French: www.un.org/fr/unpress		
Acting Chief		
Mr. Douglas Hand	3.7193	NL-02066Y
Media Accreditation and Liaison Unit		
www.un.org/media/accreditation		
Acting Chief		
Ms. Isabelle Broyer	3.6934/ 3.6937	L-0248C
Media Documents Centre		
mdc@un.org		
Ms. Sylvie Cohen	3.8711	SA-1B-12
Radio Section		
Chief		
(*Vacant*)		
TV Section		
Chief		
Mr. Chaim Litewski	3.6952	IN-0514C
Audiovisual Services Section		
Chief		
Mr. Hak-Fan Lau	3.2123	IN-0512B

	Ext.	Room
Strategic Communications Division *Director* Ms. Deborah Seward	3.6867	M-16019
Communications Campaigns Service *Chief* Ms. Margaret Novicki	7.3214	M-16026
Information Centres Service *Chief* Ms. Carolyn Schuler-Uluc	3.1072	M-16020
Outreach Division *Director* Mr. Maher Nasser	3.3064	DC2-0852
Partnerships and Public Engagement *Deputy Director* *Committee on Information* *Secretary* Mr. Ramu Damodaran	3.6173	DC2-0870
Administration and Management *Deputy Director* Ms. Lena Dissin	3.4930	DC2-858

Press releases, distribution of speeches

The Meetings Coverage Section prepares:

- Press release summaries in English and French of most open meetings held at United Nations Headquarters usually available within hours of the end of the meetings.
- Releases on United Nations conferences and meetings held in other parts of the world.

These releases, prepared for the use of information media, also contain background information, but are not official records.

- English press releases are available on the United Nations website at: www.un.org/en/unpress/.
- French press releases are at www.un.org/fr/unpress/.

The Media Documents Centre (SA-1B-15, ext. 3.7166).

Accredited correspondents may obtain press releases, documents, press kits and other United Nations materials from the office above.

Delegations wishing to provide texts of speeches or press releases to accredited correspondents should bring 25 copies to the above address where they will be disseminated to the media. These texts must be dated and issued on the letterhead of the mission.

Delegations wishing to have their statements (made during the general debate of the General Assembly, special sessions or other major events at Headquarters) posted on the United Nations website should e-mail the texts as early as possible to webcast@un.org.

The latest news on United Nations-related developments can be found at the United Nations News Centre at www.un.org/news. The Centre also features an e-mail news service and RSS feeds. The "Global Issues" pages provide one-stop access to information on 30 major topics (www.un.org/en/globalissues). A list of street and e-mail addresses, telephone and fax numbers of United Nations Permanent Missions is available at www.un.org/en/members.

The audio-visual pages at www.unmultimedia.org provide access to audio news files from United

Nations radio, to video products and to photos. The United Nations website also offers access to research tools and links to the home pages of other parts of the United Nations system.

Additional information can be obtained from the Web Services Section (ext. 3.0780).

Accreditation and liaison to correspondents, film and television crews and photographers

The Media Accreditation and Liaison Unit (room L-0248, ext. 3.6937/4, fax 3.4642), besides accreditation and liaison, provides the following services:

- Seats (space permitting) in the press gallery to observe General Assembly, Security Council and other meetings. Members of the visual media can get booth positions for covering meetings and other events;
- Arrangements for pool coverage during visits of Heads of State or Government. Clearance to film/TV crews and photographers for location filming. *These requests should be made in advance in writing* and faxed to 212 963 4642 or e-mailed to: MALU@un.org.

Communications campaigns and focal points

Strategic Communications Division. Director's Office (room M-16019, ext. 3.6867). This Division develops and coordinates strategic communications campaigns on priority issues, including major United Nations conferences and observances. For more detailed information, contact the Chief of the Communications Campaigns Service (room M-16026, ext. 7.3214). Some of the Department's thematic websites are listed below:

- Gateway to the United Nations System's Work on the Millennium Development Goals: www.un.org/millenniumgoals/
- Gateway to the United Nations System's Work on Climate Change: www.un.org/climatechange/
- UNiTE to End Violence Against Women: www.un.org/en/women/endviolence

Publications

- Peacekeeping
- Human rights
- Economic and social development
- Developments in Africa
- Question of Palestine
- Press kits
- Brochures
- Feature articles
- Educational materials

All the above are available at www.un.org.

- Charter of the United Nations (in the six official languages) and Statute of the International Court of Justice (available at www.un.org/en/documents/charter)
- Universal Declaration of Human Rights
- International Bill of Human Rights (including the Universal Declaration and the International Covenants on Civil and Political Rights and on Economic, Social and Cultural Rights)

Some of the Department's publications are listed below:

Thematic publications

- *Africa Renewal (quarterly periodical)*
  - Room M-16031, Ext. 3.6857 or 3.6833
    Fax: 212 963 4556
    E-mail: africarenewal@un.org
  - www.un.org/africarenewal

- *Peace and Security Updates*
  Facts and figures, background notes and other materials about United Nations work on peacekeeping, peacebuilding, peacemaking and disarmament.
  - Room M-16030, Ext. 3.4481/3.0707
    Fax: 212 963 9737
    E-mail: coffmand@un.org
  - www.un.org/peace

- *The UN and the Question of Palestine*
  A booklet covering the role of the United Nations from 1947 until the present.
  - Room M-16028, Ext. 3.4353
    Fax: 212 963 4556
  - www.un.org/Depts/dpa/qpal

Institutional publications

- *UN Chronicle* (quarterly Journal)
  Issues and activities of concern to the United Nations system
  - Room DC1-0904C, Ext. 3.5124
    Fax: 917 367 6075
    E-mail: un_chronicle@un.org
  - www.un.org/chronicle

- *Yearbook of the United Nations*: (annual compendium)
  Covers all major activities of the United Nations system and includes full texts of

General Assembly, Security Council and Economic and Social Council resolutions.
- Room IN-0910, Ext. 3.4851
  Fax: 212 963 8013
  E-mail: taylor3@un.org

- *Basic Facts about the United Nations*
  A comprehensive reference tool providing an overview of the history and ongoing efforts of the entire United Nations system.
  - Room IN-0912, Ext. 3.8275
    Fax: 212 963 8013
    E-mail: bellando@un.org

- *60 Ways the United Nations Makes a Difference*
  Through brief and specific examples, this online publication provides clear illustrations of some of the most important achievements and activities of the United Nations system from 1945 until today.
  - Room IN-0912, Ext. 3.8275
    Fax: 212 963 8013
    E-mail: bellando@un.org
  - www.un.org/un60/60ways

- *UN in Brief*
  - Room IN-0522A, Ext. 3.4137
    Fax: 212 963 2591
    E-mail: paterniti@un.org
  - www.un.org/Overview/brief.html

- *Image and Reality: Frequently asked questions and answers about the United Nations*
  - Room IN-0522A, Ext. 3.4137
    Fax: 212 963 2591
    E-mail: paterniti@un.org
  - www.un.org/geninfo.ir/index.html

- *DPI/NGO briefing update and website*
  - Room GA-37, Ext. 3.7234, 3.7232, 3.7233
  - www.un.org/dpi/ngosection

- *Directory of NGOs Associated with DPI* (online publication)
  - Room GA-37, Ext. 3.7234, 3.7232, 3.7233
  - www.un.org/dpi/ngosection

- *UN at a Glance*
  - Room GA-057, Ext. 3.4475
    Fax: 212 963 0071
  - www.un.org/aboutun

Sale of DPI publications

DPI flagship publications are available for sale in bookshops, through online retailers, at the United Nations Bookshop and from the United Nations publications e-commerce site: www.un.org/publications.

Radio and television services and facilities

The News and Media Division produces many products and offers diverse services, including some limited radio and television facilities to delegates and accredited journalists, when such facilities are available. All products are accessible from www.unmultimedia.org or the respective URL addresses as indicated above.

United Nations Radio

United Nations Radio produces news content and feature programmes about the worldwide activities of the Organization every weekday in the six official languages, Portuguese and Kiswahili, for use by broadcasters around the world. These news

stories can be heard on the United Nations website (http://www.unmultimedia.org/radio/english/). Also available on the website are weekly programmes produced in the official languages, as well as Bangla, French-Creole, Hindi, Indonesian and Urdu. For the very limited radio studio availability, contact United Nations Radio at ext. 3.7732, or 3.7005.

Audio recordings of statements made at meetings of the Organization's main bodies are available for download in digital format at www.unmultimedia.org/radio/library. For queries, contact the Audio Library (room IN-0503C/D, ext. 3.9272 or 3.9269, fax: 212 963 4501, e-mail: audio-library@un.org).

Audio archival material is handled by the Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485) and is subject to duplication fees.

United Nations Television

UNTV provides live daily feeds of meetings, conferences and special events at the United Nations Headquarters in New York. The UNTV coverage is sent to international news syndicators — APTN, Reuters, the European Broadcasting Union (EBU) — and to rebroadcast organizations such as Ascent Media/Waterfront and The Switch. For queries, contact the TV News and Facilities Unit (room GA-027B, ext. 3.7650, e-mail: ludlam@un.org). Daily programmes of UNTV are also webcast live daily at www.un.org/webcast.

UNifeed broadcasts quality video files featuring breaking news stories and features on a variety of United Nations issues. It can be downloaded in both PAL and NTSC formats from

www.unmultimedia.org/tv/unifeed/ and is also made available to broadcasters twice daily (2145-2155 GMT 0145-0155 GMT) via APTN's Global Video Wire (GVW).

Videotape duplications of UNTV's coverage of General Assembly and Security Council meetings and other events are also available for sale to delegates and broadcasters. *Prices vary depending on whether the material is ordered before or after the event.* Current UNTV coverage and archival film and video materials dating back to 1945 can be ordered in NTSC DVD and NTSC Betacam. Royalties, transfer and screening fees are collected as applicable; shipping and delivery costs are borne by the requesting parties. For queries, contact the Video and Film Library (room GA-2BS35A, ext. 3.0656 and 3.1561, fax: 212 963 4501/3460. e-mail: video-library@un.org).

When available, studio facilities may be arranged for interviews or statements and satellite transmissions, which are paid by the requestor to an outside provider. *Requests for bookings must be made in advance.* For queries, contact the TV News and Facilities Unit (room GA-027B, ext. 3.7650, e-mail: ludlam@un.org).

United Nations Videos

The Television Section produces news report and educational videos about the work of the United Nations and its specialized agencies. Many of these videos are available at United Nations offices around the world in appropriate standards and formats. For queries, contact the Audio-Visual Promotion and Distribution Unit (room IN-0503E, ext. 3.6939 or 3.6982, fax: 212 963 6869, e-mail: audio-visual@un.org).

United Nations Photos

Photos documenting the official United Nations meetings and the Organization's activities on various issues are available for download at www.unmultimedia.org/photo. Photos may not be used in advertising. For queries, contact the Photo Library (room IN-0506A, ext. 3.6927, 3.0034, fax: 212 963 1658 and 963 3430, e-mail: photolibr@un.org).

Services provided by the network of United Nations information centres

Information Centres Service (room M-16020, ext. 3.1072) (http://unic.un.org).

Many of the services provided by offices at Headquarters are also available in individual Member States. DPI currently has 63 information centres (UNICs) and services around the world, including information services in Geneva and Vienna, the regional information centre (UNRIC) in Brussels, and information components in eight United Nations Offices.

Services to civil society

ECOSOC

The Non-Governmental Organizations Section of the Department of Economic and Social Affairs (room DC1-1480, ext. 3.3192) acts as the focal point for non-governmental organizations (NGOs) in consultative status with the Economic and Social Council.

DPI

DPI's Outreach Division engages and educates people and their communities worldwide to encourage support for the ideals and activities of the United Nations. The Division's partnership and public engagement initiatives work with key constituencies, including NGOs, the academic community, private sector entities and the general public.

The public website "deleGATE" (www.un.int), which is updated by the iSeek team, informs delegates about meetings, elections, major reports, documents, international days, training opportunities and events at United Nations Headquarters. It also includes content from iSeek, the United Nations Intranet. Password-protected pages provide access to information managed by the General Assembly Committees, to the United Nations Headquarters telephone book and to a searchable directory of staff contact information. For queries, e-mail: iSeek@un.org.

Advocacy and Special Events Cluster

Within the Outreach Division, the Advocacy and Special Events Cluster is tasked with creating opportunities designed to highlight and explain the work and mandates of the United Nations. It includes the Creative Community Outreach Initiative, Messengers of Peace/Goodwill Ambassadors' Programmes; the Holocaust and the United Nations Outreach Programme as well as special events such as the United Nations Day Concerts.

Chief: Mr. Juan Carlos Brandt (brandt@un.org, tel.: 212 963 8070, fax: 917 367 6075).

Education Outreach Cluster

The Education Outreach Cluster creates and disseminates educational material on the United Nations for students and teachers at all educational levels to build long-term support for the Organization. The Cluster organizes international student video conferences for middle and high school students as well as the annual Global Model United Nations conference for university-level students worldwide.

Chief: Ms. Yvonne Acosta (acostay@un.org, tel. 212 963 7214)
e-mail: education-outreach@un.org

Manager, Global Teaching and Learning Project: Mr. William Yotive (yotive@un.org, 212 963 1400)
e-mail: cyberschoolbus@un.org
www.cyberschoolbus.un.org

Global Model United Nations:
www.un.org/gmun

United Nations Academic Impact Initiative

The United Nations Academic Impact Initiative aligns institutions of higher education, scholarship and research with the United Nations, and with each other, to address priority issues before the United Nations, particularly the Millennium Development Goals. It provides a point of contact for ideas and initiatives relevant to the work of the Organization.

Website: http://academicimpact.org
Facebook: www.facebook.com/ImpactUN
E-mail: academicimpact@un.org
Mr. Ramu Damodaran (damodaran@un.org, ext. 3.6173)

NGO Relations Cluster

The NGO Relations Cluster (ext. 3.5320, DPI/NGO Resource Centre, GA-37, ext. 3.7232) serves the associated non-governmental community by providing information about the work of the United Nations, including briefings by United Nations officials. It organizes an annual conference that takes place in September for NGOs on a major United Nations theme.

Publications and Editorial Cluster

The Publications and Editorial Cluster (ext. 3.4851) is responsible for the *UN Chronicle*, the *Yearbook of the United Nations*, *The UN Today*, and *60 Ways the United Nations makes a Difference*. Through its publications, it serves as a forum to encourage debate on global issues and to provide factual and accurate information on the Organization's activities.

Secretariat of the Exhibits Committee

Exhibits in the Visitors' Lobby inform about priority issues on the United Nations agenda and follow the guidelines of the United Nations Exhibits Committee. For more information, contact the Secretary of the Committee, tel.: 212 963 5455, fax: 212 963 0077, e-mail: exhibitscommittee@un.org.

Visitors' Services

Guided Tours: *Monday through Friday from 9.30 a.m. to 4.45 p.m.* Reservations: 212 963 4440 or via e-mail: unitg@un.org. Groups of 15 or more persons require advance reservations. Audio tours, available in Arabic, Chinese, English, French, Russian and Spanish, are conducted Monday through Friday from 9.45 a.m. to 4.45 p.m. and Saturdays and Sundays from 10 a.m. to 4.15 p.m.

Group Programmes/Speakers' Bureau (room GA-0305, ext. 3.7710, e-mail: unitg@un.org) arranges briefings by United Nations officials at Headquarters for visiting groups, including educational institutions, business associations, government representatives, journalists and civil society groups.

Public Inquiries (room GA-057, ext. 3.4475, e-mail: inquiries@un.org) provides information about the United Nations and its activities in response to queries from the public and distributes information materials. Topical fact-sheets and answers to frequently asked questions (FAQs) can be accessed at http://visit.un.org.

Reham Al-Farra Memorial Journalists' Fellowship Programme
Programme Coordinator: Mr. Zvi Muskal (muskal@un.org, tel: 917 367 5142)
Website: www.un.org/en/media/fellowship/

Dag Hammarskjöld Library

Corner of 42nd Street and First Avenue

Open Monday to Friday during Secretariat working hours.

The Library provides information support and assistance to the Permanent Missions and the Secretariat of the United Nations, including:

United Nations documents and publications in all official languages and League of Nations documents in English and French.

The following electronic and print collections are also available:

- Resources from the specialized agencies, governments and other sources
- Online information from commercial sources
- Publications about the United Nations and on issues related to the current United Nations work programme
- Statistical data
- Sheet maps and atlases

Workstations for online research are available in the reading room on the first floor of the Library (L-0105), in the North Lawn Branch (NL-02006), the Economic and Social Affairs Library (DC2-1143), the Legal Library (M-10004) and the Map Library (DN-2436). Wireless Internet access is available at all locations.

Information products of the Dag Hammarskjöld Library

The United Nations Bibliographic Information System (UNBISnet: http://unbisnet.un.org) is the guide to the collections of the Library and provides access to United Nations documents and publications, including voting records and

statements made during meetings of the General Assembly, Security Council and ECOSOC.

UN Member States on the Record (www.un.org/Depts/dhl/unms/ provides information on the work and actions of individual Member States at the United Nations.

The Library Home Page (www.un.org/Depts/dhl) includes information on services and collections and provides the following reference tools:

(*a*) *UN Pulse*: an alert to just-released United Nations online information, including major reports, publications and documents;

(*b*) *United Nations Documentation Research Guide* (www.un.org/Depts/dhl/resguide/): an overview of United Nations documentation and publications that provides guidance on how to locate and work with them and introduces researchers to major fields of United Nations activities.

Training for delegations

The Library offers the following training:

- management and use of United Nations documentation, including the ODS
- use of United Nations and external online databases and resources

Customized programmes and coaching sessions may be arranged on demand to accommodate specific needs and interests. Training is offered on a continuing basis and is open to all delegates and government officials. Further information can be obtained on the Library website or by contacting librarytraining@un.org.

United Nations Depository Libraries

The Library coordinates a network of more than 370 United Nations Depository Libraries in 145 Member States and territories.

Depository Libraries Coordinator (ext. 3.7444, dhldl@un.org)

Contacts

Inquiries may be made to the following service points:

	Ext.	Fax	Room
Reference services	3.7412	3.8861	L-0105
		e-mail: unreference@un.org	
Help Desk/loan services	3.7384	3.9256	L-0105
		e-mail: libraryloans@un.org	
Interlibrary loan	3.2015/3.2278	3.9256	L-0125J
		e-mail: dhlill@un.org	
North Lawn Branch	3.1635		NL-2006
Map Library	3.7425	3.2608	DN-2436
		e-mail: dhlmap@un.org	
Legal Library	3.5372	3.1770	M-10004
		e-mail: dhllegal@un.org	
Economic and Social Affairs Library	3.8727	7.6030	DC2-1143
		e-mail: dhlesat@un.org	
Electronic Information Resources	3.7448	3.2608	DN-2424
		e-mail: unseiac@un.org	

Maps and geographic information services

The Cartographic Section of the Department of Peacekeeping Operations produces small-scale maps with basic geographic information for the use of Member States and United Nations departments and agencies. For more information on additional services, please visit www.un.org/Depts/Cartographic/english/htmain.htm. Cartographic information services as well as flag specifications are available from the Map Library (ext. 3.7425, room DN-2436).

V. Facilities and services for delegations

The United Nations Headquarters is presently undergoing extensive renovations, known as the Capital Master Plan. Until the project's completion in 2014, certain facilities and services provided to Delegates will be restricted or withdrawn, and many services will be temporarily relocated to alternate spaces in the vicinity of United Nations Headquarters.

Although all efforts will be made to ensure the continued provision of facilities and services, certain services will be affected by ongoing construction, including:

Pedestrian and vehicle access to the complex
Dining facilities
Lounge facilities
Postal services
Garage parking
Banking facilities
Newsstand and gift store facilities

Travel entitlements for delegations of least developed countries attending the sessions of the General Assembly

In accordance with General Assembly resolution 1798 (XVII), as amended by resolutions 2128 (XX), 2245 (XXI), 2489 (XXIII), 2491 (XXIX), 41/176, 41/213, 42/214, section VI of 42/225, section IX of 43/217 and section XIII of 45/248, the United Nations shall pay the travel, but not subsistence expenses, in the following cases:

(*a*) For not more than five representatives, including alternate representatives, of each Member State designated as a least developed country attending a regular session of the General Assembly;

(*b*) For one representative or alternate representative of the Member States referred to in subparagraph (*a*) above attending a special or special emergency session of the General Assembly;

(*c*) For the travel of a member of a permanent mission in New York who is designated as a representative or alternate representative to a session of the General Assembly, provided that such travel is within the limits noted in subparagraphs (*a*) and (*b*) above, that it is certified by a permanent representative to be in connection with the work of the particular session and that it take place either during or within three months before or after such a session. The entitlement in respect of a session shall not be increased by reason of the recessing and resuming of that session.

Payment by the United Nations of travel expenses will be limited to the cost of journeys actually undertaken.

Reimbursement is limited to the cost of round-trip travel, by most direct route, between the capital city of the Member State to Headquarters, for a maximum of one first-class ticket for the head of delegation and four tickets in the class immediately below first class for journeys exceeding 9 hours' duration by air or four tickets at the least costly economy airfare for journeys under 9 hours' duration by air for other members of the delegation

accredited to the respective session of the General Assembly.

When travel by sea or rail is involved for all or part of the journey, reimbursement shall be limited to the cost of air travel as specified above, unless the actual cost is less.

Delegations entitled to reimbursement of transportation costs, in accordance with the provisions of the Rules Governing Payment of Travel Expenses and Subsistence Allowance in Respect of Organs or Subsidiary Organs of the United Nations (ST/SGB/107/Rev.6 of 25 March 1991) may submit claims on form F-56 (Reimbursement voucher for official travel of representatives of Member States). Such claims must be accompanied by original receipts, bills, vouchers, used ticket stubs and boarding passes. *In accordance with a directive from the United Nations Accounts Division, all payments to Member States will be made via electronic funds transfer (EFT). Therefore, the bank account information of the Permanent Mission should also be included when the F.56 Claim is submitted.* If requested, the United Nations would arrange transportation, wherever possible, between the capital city of a Member State to the place of the meeting; for this purpose, delegations should send a "Note verbale" indicating first and last names of the traveller(s) and their date of birth, dates of arrival to, and departure from, New York and should include the fax number and e-mail address of the traveller and/or contact person in New York. The United Nations will not be liable for any claim for reimbursement of travel expenses submitted later than 31 December of the year that follows the

closing date of the session of the organ or subsidiary organs to which the claim relates.

Reimbursement claims, requests for issuance of tickets and inquiries on travel entitlements should be addressed to:

Executive Officer
Department of Management
Room L-0330
United Nations
New York, N.Y. 10017
Tel.: 212 963 6580
Fax: 212 963 3283

Travel services

American Express (Main line: 917 367 6280)
Reception line: (ext. 7.3514)

Located in the FF Building, 2nd Floor
304 East 45th Street (between 1st and 2nd Avenues)
Open from 8.30 a.m. to 6 p.m.

The official travel agency of the United Nations in New York will assist delegations, to the extent possible, in making travel arrangements, ticketing and hotel reservations.

Delegates' cloakrooms

General Assembly Building, Delegates' Entrance (first floor)

Open from 9 a.m. to 7 p.m., Monday to Friday, from October to May.

A cloakroom is available to delegates. The United Nations is not responsible for money, jewellery, negotiable papers and other valuables

left in cloakrooms. Such valuables should be removed from articles to be deposited.

Self-service facilities are also available in various locations; the United Nations is not responsible for articles left in these areas and signs to this effect are posted.

Delegates' Lounges

North Lawn Building (first floor)

From the first day of the sixty-sixth session of the General Assembly (i.e. 13 September 2011) until its December 2011 recess, members of delegations are asked not to invite to the Delegates' Lounge persons other than those holding valid United Nations identification.

Meditation room

North-west end of the entrance level of the General Assembly Building

Open from 8 a.m. to 4.45 p.m., Monday to Friday.

The security supervisor in the area will be available to assist with access to the room.

Delegates' quiet room

In the General Assembly Building (1st basement level adjacent to the current temporary Security Council area)

Dining room and cafeteria facilities

Delegates' Dining Room

Secretariat Lobby (first floor, South Annex Building, South side)

The executive buffet at the Delegates' Dining Room is open from 11.30 a.m. to 2.30 p.m. (ext. 3.7625 or 3.7626).

The Delegates' Dining Room will open temporarily for six weeks during the sixty-sixth session of the General Assembly from 19 September 2011 until 28 October 2011. The limited accommodation does not allow for block bookings of tables during the entire period.

Private luncheons — Separate dining rooms may be available for parties of 10 guests or more. To ensure availability of these facilities, delegation members are requested to make reservations two weeks in advance. Arrangements and menus should be coordinated with the United Nations Catering Service (ext. 3.7029 or 3.7099).

Children under 10 years of age cannot be accommodated in the Delegates' Dining Room. Patrons are not permitted to take photographs. Proper attire is required at all times.

Receptions or functions — Delegates wishing to hold evening receptions or functions at Headquarters should make the necessary arrangements through the United Nations Catering Service (ext. 3.7029 or 3.7099).

When formal invitations are to be sent out, all arrangements should be made as far as possible in advance of the function. Invitation cards should stipulate that guests are required to present their

cards at the Visitors' Entrance and then to pass through a magnetometer. Guests will also be required to present their invitation cards at the entrance to the reception room. A list of the guests and a sample invitation should be submitted to the Chief, Security and Safety Service (room U-202C), well in advance of the reception.

Main cafeteria

Secretariat Building (first floor, South Annex, south side)

Open from 8 a.m. to 4 p.m., Monday to Friday (Non-GA period).

Open from 8 a.m. to 6 p.m., Monday to Friday (GA period).

Closed on Saturdays and Sundays.

Breakfast — 8 a.m. to 10 a.m.
Lunch — 11.30 a.m. to 2.30 p.m.
Snacks/coffee — during opening hours.

The menu includes daily specials, pasta, deli sandwiches, salad bar and dishes from the grill.

Staff café

Closed due to the capital master plan

Coffee Shop

General Assembly Building (concourse level)

Open from 8.45 a.m. to 4.45 p.m., Monday to Saturday (except on 17 and 24 September 2011).

Café Austria

North Lawn Building (Second Floor)

Open from 8 a.m. to 6 p.m., Monday to Friday.

Delegates' guests

Unaccompanied guests or visitors meeting a delegate during normal working hours from 9 a.m. to 4.45 p.m. will be directed as follows:

Go to the Visitors' Entrance located at 46th Street and pass through a security screening area before admission to the General Assembly or North Lawn Buildings;

Deposit a photo identification at the visitors' lobby, to be retrieved prior to leaving the premises;

Staff on duty at the visitors' desk will make arrangements for contacting the delegate. The unaccompanied guests or visitors will receive a guest pass, which must be worn at all times. Furthermore, they need to be accompanied by the Member of the delegation at all times inside the premises and escorted back to the visitors' lobby at the time of departure to the Information Desk and exchange the guest pass for their official photo ID.

Photocopier for delegates' use

There are photocopiers for delegates' use in the following locations:

Room 01033 (Suites A, B, C, D) in the North Lawn Building and on the second floor next to the Delegates' Lounge.

By the west wall of the General Assembly Hall, near the documents distribution counter.

Sound reinforcement systems

Broadcast and Conference Support Section, e-mail: request-for-services@un.org (room L-B1-30, ext. 3.9485).

Written requests for sound reinforcement systems (microphones, amplifiers, loudspeakers, etc.) should be addressed to the above address.

Sound recordings

Broadcast and Conference Support Section fax: 3.3103, e-mail: request-for-services@un.org (room GA-1B-13C, ext. 3.7658 or 3.9485).

This Section maintains audio recordings of the proceedings of all plenary meetings, major commissions and committees.

Copies of sound recordings are available other than for closed meetings. Written justification for copies of the sound recording of closed meetings may be made by the Chairman or Secretary and addressed to the Chief of the Section. *Orders are accepted at the above address.*

Video projection

Broadcast and Conference Support Section, e-mail: request-for-services@un.org (room L-B1-30, ext. 3.9485).

Multi-standard VCRs, DVD players, television sets and video projectors can be provided on a first-come, first-served basis. Owing to the limited amount of equipment available, one business day advance notice is required. Written requests should be directed to the above address.

Videoconferencing

Broadcast and Conference Support Section (room L-B1-30, ext. 3.9485, e-mail: request-for-services@un.org).

International videoconferencing is possible from several locations at United Nations Headquarters. Written requests are required for this service.

Mail and messenger services

The Mail Operations Unit provides the following services to delegations:

Distributes official correspondence of delegations intended for Secretariat internal office distribution. Delegations are requested to bring the mail to Post 6 X-ray, located in the Service Drive, telephone 212 963 9431.

Processes United Nations Secretariat mail addressed to delegations. Delegations are requested to pick up mail from the *Delegation Mail Pickup location, GA-3B-710, telephone 212 963 1741 between 7.30 a.m. and 10 a.m.*

Provides messenger services during the main session of the General Assembly meeting period. Service is confined to the area within the conference rooms and the General Assembly Hall area. *Location: Delegates' Entrance, telephone 212 963 8744.*

Computer-related services

The Office of Information and Communications Technology (OICT) provides the following computer-related services to delegations:

1. **Internet e-mail** — Each Permanent Mission may obtain an unlimited number of Internet e-mail accounts from OICT.
2. Member States portal ("deleGATE") — OICT provides an Internet website, www.un.int, which serves as a Member States "portal" that consolidates all relevant information for delegates in New York.
3. **Website service** — OICT hosts websites for Permanent Missions on www.un.int.
4. **Donation of equipment** — OICT donates recycled computer equipment to interested Missions.
5. **Help Desk support** — OICT provides a telephone number 212 963 3157 for assistance with OICT services from 9.30 a.m. to 5.30 p.m. on normal United Nations workdays.
6. **Computers with Internet access** — OICT provides computers with Internet access in the Delegates' Lounge.
7. **Wireless Internet access** — OICT provides wireless Internet access (WiFi) in most public areas and conference rooms.

For more information on the services listed above, please contact the *Missions Support Help Desk at 212 963 3157* or e-mail us at: *missions-support@un.int*.

Telecommunication services

Telephone

Main Number:

- The main number for the United Nations is 212 963 1234. An operator responds to the main listed number during working days between 8 a.m. and 8 p.m. Calls are transferred to Security at all other times. In both cases, outside callers are transferred to the person or extension requested.

Operator:

- The operator in the United Nations Secretariat can be reached by dialing "0" from Secretariat extensions. The operator will then connect the call to the requested person or extension.

United Nations Staff and Services:

- United Nations Secretariat staff and services are listed under numbers that begin with 212 963 XXXX or 917 367 XXXX. If a caller is within the United Nations Secretariat buildings, these numbers can be reached by dialing the last 5 digits of the number (e.g. 3.XXXX or 7.XXXX, respectively).
- Note that extensions for Funds and Programmes differ from the United Nations Secretariat and are available as follows:

    - UNDP: Dial access code "4", and then dial the four digit extension in UNDP.

- UNICEF: Dial access code "5", and then dial the four digit extension in UNICEF.
- UNFPA: Dial access code "63", and then dial "1" followed by the four digit extension in UNFPA.

Delegates:

- To reach the Delegates' Lounge Information Desk, dial: 212 963 8902 or 212 963 8741.
- Incoming calls to the Delegates' Lounge are answered by the Information Desk and delegates are paged on the loudspeaker system.
- Delegates can also make local calls using booths or telephones located in the Delegates' Lounge by first dialing "9" and then the 10-digit telephone number.

United Nations Postal Administration

Concourse level of the General Assembly Building (ext. 3.7698)

Open from 9 a.m. to 5 p.m. seven days a week from March to December. Closed on weekends during January and February.

Postage and philatelic sales

United Nations stamps may be purchased for both postage and philatelic purposes at the United Nations Postal Administration sales counter. Facilities for posting mail are available at this counter.

Philatelic office (room GA 35/36, ext. 3.7684)

Services mail orders for stamps and other philatelic items. United Nations stamps are issued in three currencies, namely, United States dollars, Swiss francs and euros and are valid for mailing

only from United Nations Headquarters, New York, the Palais des Nations, Geneva, and the Vienna International Centre, respectively.

Personalized Stamp Shop

Main level of the General Assembly Building (ext. 7.4070)

Open from 9 a.m. to 5 p.m. (seven days a week) from March to December

(Closed on weekends in January and February).

The United Nations personalized stamps programme allows you to combine your own photo image together with a United Nations postage stamp. Available in sheets of 10 or 20 stamps.

Post Office — Sub-branch of the United States Post Office

As a result of the closure of the Secretariat Building due to the capital master plan, the United States Post Office at the United Nations closed after business on 27 August 2010. This is a temporary measure until the re-opening of the Secretariat Building, which is expected to be in early 2013.

The United States Postal Service continues to operate retail facilities in the vicinity of United Nations Headquarters in Tudor City and at the corner of 47th Street and 2nd Avenue.

The Post Office at Grand Central Station (45th Street and Lexington Avenue) is also available for specialized postal services, such as certified mail.

The United Nations Postal Administration (UNPA) will continue to operate in the Visitors' Lobby in the 1st Basement for the purchase of United Nations stamps, postcards and mailing of basic domestic and international letter mail (with

UNPA stamps only). No specialized postal services are available at the UNPA counter.

Parking

The information provided below with regard to access arrangements and reserved area parking is subject to change due to construction. All users will be notified of any changes via broadcast e-mails from the United Nations.

Garage Administration (UNITAR Building, room U-210, ext. 3.6212/3)

The Garage Administration will schedule delegations to apply for and pick up parking decals. All applications will require authorized Mission signature accompanied by the Mission seal.

Decals of vehicles registered to the individual delegates: applications attaching a valid vehicle registration and current United Nations identification should be submitted to the *Protocol and Liaison Service (room NL-02058, phone: 212 963 7172)*. After certification by the Protocol and Liaison Service, the application should be hand carried to the Garage Administration for processing. *Only one decal will be issued per delegate for use on a vehicle with "D" plates.* Although multiple vehicles may be listed, only one vehicle may be allowed to park at any given time. Decals will be issued only to members of delegations duly accredited to the United Nations.

Vehicles registered to the Mission: applications with an authorized Mission signature accompanied by the Mission seal, attaching the valid vehicle registration, should be submitted directly to the Garage Administration office for processing.

Only one special decal will be issued per Mission for the vehicle of the Permanent Representative allowing entry at the 43rd Street Gate. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

Decals from observer State missions, intergovernmental and other organizations listed in chapters III, IV and V of the "Blue Book": applications must be submitted to the Protocol and Liaison Service and thereafter to the Garage Administration for appropriate action. The issuance of parking decals to observer State missions, intergovernmental and other organizations will be limited to persons enjoying diplomatic status.

Vehicles with "S" plates registered in the name of Mission staff will *not* be authorized to park in the United Nations compound.

Temporary identification decal (light olive green) *for the sixty-sixth session of the General Assembly*: Permanent Missions may apply for a temporary identification decal to admit vehicles rented from established and bona fide companies for use by accredited delegates, visiting dignitaries and diplomats officially attending meetings during the session. Entry for these decals is at the 43rd Street gate for drop-off/pick-up only, with no parking privileges. Application forms may be obtained from the Garage Administration office and thereafter submitted with a copy of the rental agreement to the Security Special Services Unit (room L-0113H) for clearance prior to submission to the Garage Administration for issuance.

Parking decals must be displayed prominently and be clearly visible to Security Officers and

Garage Administration staff at entry points and while the vehicles are on the premises. Vehicles not having or displaying a valid decal are liable to be towed off the premises.

Prior to the issuance of decals for the new General Assembly session, *all previously issued decals to delegations must be returned to the Garage Administration office. Also, decals belonging to delegates who are departing from Headquarters must be returned to the Garage Administration office prior to their departure*. Any changes in vehicle usage must be reflected on the respective decals and as such should be brought to the Garage Administration for processing.

Parking privileges of any delegate whose parking fees are in arrears by more than three months: pursuant to section II of General Assembly resolution 39/236, parking privileges will be suspended. Privileges will be restored once the arrears have been paid in full. Prior to a delegate's departure, he/she should contact the Garage Administration office in order to settle any outstanding dues.

Parking for delegation cars with United Nations diplomatic plates and identification decals valid for the current session of the General Assembly: these cars may park on the first level and designated area of the southern end of the second level, aisles A, B, C and half of D in the United Nations Garage without charge while representatives are on official business. The capital master plan renovation project at Headquarters has affected the garage space, therefore you are kindly requested to ensure that all designated diplomatic parking areas are filled to capacity prior to parking elsewhere. Roving capital master plan works in

different areas within the Garage will necessitate temporary closure of up to 20 parking spaces at a time on short notice to carry out related installation, demolition or abatement. Therefore, you will need to be available to relocate your vehicle at any given time. It should also be noted that during the sixty-sixth session of the General Assembly congestion is expected and, where possible, alternate modes of transport should be considered. If not, additional delays on entry should be expected.

Overnight parking is not permitted. Exemptions for a limited number of Mission registered vehicles will be authorized upon written request by the Mission to the Garage Administration. The overnight fee is $2.50 per night. Invoices for this service are sent to the Mission shortly after the end of every month. These invoices are due upon receipt and should be settled by cash or cheque payable to the "United Nations" forwarding payments to the United Nations Garage Administration, 801 UN Plaza, Room U-210, New York, N.Y. 10017. Please be aware that unauthorized vehicles left over a 24-hour period in the United Nations Garage will be issued violations. Three violations will dictate revocation of parking privileges.

Entrance to the grounds

Secretariat entrance on First Avenue:

(*a*) Vehicle of the Permanent Representative, identified by a special sticker. All occupants riding in the car will be required to display valid United Nations identification cards.

(*b*) Rented vehicles which have been issued special decals, which permit *drop-off/pick-up only.*

Such vehicles will not be permitted to park on United Nations premises.

48th Street entrance: for all other vehicles bearing a decal. Delegation vehicles entering the premises are subject to a security check.

Access to the garage

Chauffeur-driven cars identified by special stickers issued to Permanent Representatives may use the ramp at the 43rd Street entrance for access to the garage.

Chauffeurs should remain in the ready room, located in the first garage level, while on call by delegates. The Security Officer at the Delegates' Entrance of the General Assembly Building pages chauffeurs whenever they are required.

Liability for loss and damages

In arranging for parking facilities to be available, the United Nations seeks to accommodate delegations. Garage users are warned that incidents of theft and vandalism have occurred inside the garage, as it is not possible to have all vehicles under surveillance all the time. The United Nations does not warrant or promise the safety of vehicles or property left in the garage, and users acknowledge and accept that the United Nations cannot guarantee the safety of any vehicles, or property inside them, left in the garage.

Local transportation

The United Nations does not provide cars for delegations. It is suggested that delegations

requiring local transportation make their own arrangements.

United Nations Institute for Training and Research

UNITAR, Geneva
Palais des Nations
1211 Geneva 10
Switzerland
Website: www.unitar.org

UNITAR New York Office:
1 United Nations Plaza (DC1-Room 603)
Tel: 212 963 9196
Fax: 212 963 9686
E-mail: info@unitarny.org
Website: **www.unitar.org/ny**
Head of Office: Ms. Yvonne Lodico

The Institute began operating in 1966, with activities primarily supporting the training of diplomats accredited to the United Nations in New York.

The Institute was established "for the purpose of enhancing the effectiveness of the United Nations in achieving the major effectiveness of the Organization" through extensive training and research (UNITAR Statute). Operating as an autonomous body within the United Nations system, the Institute has become a leading provider of short-term executive training to national and local Government officials of Member States and representatives of civil society and the private

sector, and reaches out yearly to some 25,000 beneficiaries around the world.

At the United Nations in New York, UNITAR provides multilateral diplomacy training to assist delegates to perform effectively in the United Nations as well as engage in contemporary global challenges. Offered throughout the year, courses are concise, accessible and directly relevant to a delegate's workload at the United Nations. They focus, inter alia, on: the United Nations system and its functioning; international law and policy, peace and security, migrations, negotiations, United Nations reform and sustainable development. Some courses are available online; most are offered through face-to-face learning. Most courses are fee-based, though fee waivers are available for developing and least developed countries. The annual course calendar is available on www.unitar.org/ny.

The Institute is supported by voluntary contributions from governments, intergovernmental organizations, foundations, and other non-governmental sources.

United Nations International School (UNIS) founded in 1947

Main campus location: 25th Street and the East River (Manhattan)

Auxiliary facility location: 173-53 Croydon Road, Jamaica Estates (Queens)

Office of the Assistant Secretary-General, Special Representative of the Secretary-General for UNIS: room DC1-646, tel: 212 963 8729, fax: 212 963 1276, e-mail: adlerstein@un.org.

The United Nations International School (UNIS), under the auspices of the United Nations, was founded on the extension of the philosophy of the United Nations that people who work and play together will also negotiate together. It serves mainly the children of United Nations staff and Delegation personnel. It also welcomes for enrolment a limited number of children from abroad and from the United States to make for a balanced educational exposure for all.

Main campus: grades kindergarten through high school graduation (International Baccalaureate Degree).

Auxiliary facility: grades kindergarten through eighth.

English is the normal language of instruction, but all students learn French or Spanish as well, with the other official United Nations languages and German, Italian and Japanese within the curriculum. Mother tongue instruction is also offered when requested. The very multiplicity of languages spoken by the international faculty and students provides a rich cultural opportunity. Great emphasis is placed on the teaching of science in ways that are effective for students of high ability who have not yet achieved fluency in English. To that end, particular attention is paid to modern learning equipment, calculators, computers and the like.

The scholastic standards are high. The High School is one of the few institutions of learning in the New York area that offers the International Baccalaureate Degree, which qualifies the recipient to attend colleges in the United States and abroad. The School is chartered by the New York State Board of Regents as a private school, is accredited

by the Council of International Schools and recognized by the French Government for francophone students in grades 2 through 5.

Manhattan tours are frequently scheduled and given by appointment.

Website: www.unis.org
Department of Admissions:
212 584 3071, fax: 212 685 5023
E-mail: admissions@unis.org

Queens tours are also arranged by calling 718 658 6166, fax: 718 658 5742.

Additional information, application forms and brochures are available in room DC1-646 or call 212 963 8729, fax: 212 963 1276 or e-mail: adlerstein@un.org.

City liaison

Marjorie B. Tiven, Commissioner
Bradford E. Billet, Deputy Commissioner

Office of the Mayor
New York City Commission for the
United Nations
Consular Corps and Protocol
Two United Nations Plaza (DC2), 27th floor,
New York, NY 10017
Tel: 212 319 9300, fax: 212 319 3430.

New York City greatly values its status of having the largest diplomatic and consular community in the world. The Commission serves as the City's primary liaison between the City of New York and the United Nations, 193 Permanent Missions, and 112 Consulates. As an integral part of the Mayor's Office, the Commission facilitates

positive relations among members of the international community, local, state, and federal governments, and New Yorkers. It is comprised of the following divisions:

Diplomatic and Consular Affairs serves as the conduit for the diplomatic and consular community to the respective City agencies able to assist in resolving issues encountered while in residence in New York City. These include legal inquiries related to consumer affairs, real estate, taxation, commercial transactions and legal procedure, as well as general information assistance on questions pertaining to life in New York City. This division also manages the Diplomatic Parking Program.

Protocol extends hospitality due to Heads of State/Government, distinguished visitors, and other dignitaries. This office serves as a liaison between dignitaries and the Mayor with respect to requests for meetings and invitations to events.

International Business assists foreign businesses in establishing operations in New York City by coordinating interaction with all city, state and federal agencies. Services provided include assistance in accessing appropriate bank institutions, real estate providers, construction companies, and insurance entities.

New York City Global Partners, Inc. is a tax exempt non-profit organization co-located with the Commission. Its function is to promote international understanding through business, security and cultural exchanges between the City of New York and selected cities throughout the world.

Hospitality

Hospitality Committee for United Nations
Delegations, Inc.
Room GA-101 (ext. 3.7182, or 3.8751)

The Committee is a private self-supporting and non-political organization devoted to helping delegates and their families feel welcome in New York and the surrounding area. Volunteers arrange programmes in American homes and visits to such places of interest as museums, schools, hospitals, courts, private art collections and other institutions. Complimentary tickets to cultural and civic events are often available.

The Committee also offers day and evening courses at their English Language School. The programmes are open to the diplomatic corps associated with the United Nations. Two sessions are held in the fall and spring. Evening classes in Professional English are also offered.

Information about these activities may also be obtained from our monthly calendar posted on www.hcund.org.

Banking facilities

Trust. Value. Confidence. Each describes the United Nations Federal Credit Union (UNFCU), a not-for-profit cooperative financial institution owned since 1947 by our members, who are the staff of the United Nations, its specialized agencies, retirees and their families. UNFCU offers a broad array of flexible and tailored products, financial solutions and consultative services to address the unique needs of this dynamic community worldwide. These include Internet

Banking, eStatements, eWires, WebChat, 24/7 Telephone Banking, insurance, investments, mortgage and consumer lending products, including a globally compliant EMV (Europay-MasterCard VISA® credit card with a personal identification number, and a microprocessor-based chip, offering greater protection against fraud, and more. Financially strong, member shares are insured by the National Credit Union Share Insurance Fund up to $250,000.

For additional information, please visit our website at **www.unfcu.org**, or one of our New York branches, or representative offices located in Vienna, Geneva, Nairobi and Rome. Speak with a member service representative by telephone at 347 686 6000 (international toll-free numbers are available on our website under "Contact Us"), Skype at UNFCU Skype, or contact us using WebChat at www.unfcu.org. You can also e-mail us at email@unfcu.com. To follow UNFCU, please visit us at unfcu.org/facebook.

UNFCU branches in New York City and UNFCU ATM locations:

- Two UN Plaza 3rd Floor (E. 44th Street, between 1st and 2nd Avenue) New York, NY
- Madison Avenue Branch, 20th Floor 380 Madison Avenue (between 46th and 47th Street) New York, NY
- North Lawn: North Lawn Building, beside Secretariat Visitor's Entrance, 1st Floor and 2nd Floor, New York, NY 10017
- Secretariat Building, Gift Center (first basement level), and Cafeteria Entrance, Main Floor, New York, NY 10017 (ATM only)

- 820 Second Avenue, Street Level, New York, NY (ATM only)
- United Nations International School: 24-50 FDR Drive, at 25th Street, 1st Floor, New York, NY 10010
- UNFCU Headquarters: 24-01 44th Road, Long Island City, NY 11101-4605
- Nairobi Representative Office, United Nations Avenue, Gigiri, Block F, Lower Concourse adjacent to UNON Registry, Nairobi, Kenya (ATM only).

Convenient, surcharge-free non-UNFCU ATMs in the United States of America, Canada, the United Kingdom, Greece, Guam, Italy, Japan, Puerto Rico and Spain are just a click away via our Branch/ATM Locator at www.unfcu.org. Please note: some ATMs may indicate that a surcharge will apply. Be assured that due to UNFCU's arrangement with the CO-OP and Allpoint Networks, you will NOT incur a surcharge.

The *J. P. Morgan Chase Bank* maintains several locations in the United Nations vicinity with one primary location dedicated to United Nations staff and diplomats:

Chase Bank
One United Nations Plaza — street level
First Avenue and 44th Street
Hours: Monday to Friday: 8 a.m. to 6 p.m.
Telephone: 212 740 7093
Vestibule with four Deposit Friendly ATMs available 24 hours

Deposit Friendly ATM services in Chinese, English, French, Greek, Italian, Korean, Polish, Portuguese, Russian and Spanish. Chase ATM cards access 150,000 network locations, NYCE®, MAC®, Plus®, Cirrus®, Pulse®, MasterCard®/Visa® cash machines, throughout the United States, Canada and worldwide for cash withdrawals and balance inquiries.

Newsstand

Located at the General Assembly Building (concourse level) inside the Gift Centre.
Hours of operation: Open seven days a week from 9 a.m. to 5 p.m. from March to December. Closed on weekends during January and February.

Newspaper and confectionery items.

United Nations Bookshop

General Assembly Building (concourse level)

Room GA-32
Telephone: 212 963 7680
Fax: 212 963 4910
E-mail: bookshop@un.org

Open from 9 a.m. to 5.30 p.m., Monday to Friday. Weekends from 10 a.m. to 5:30 p.m. Closed on weekends during January and February.

- Publications (United Nations and specialized agencies)
- Books
- Souvenirs
- Assorted cards
- Children's items
- Music

- Travel guides
- Posters
- Stationery items

Delegates qualify for a 25 per cent discount on United Nations publications and a 10 per cent discount on all other items over $3. Orders can also be placed online at: www.un.org/bookshop.

United Nations publications

e-mail: publications@un.org

Website: www.un.org/publications

United Nations publications are available in bookshops, through online retailers, at the United Nations Bookshop (see page 98) and from the United Nations publications e-commerce site (www.un.org/publications). Popular United Nations titles are also available as e-books and mobile apps. United Nations Development Business provides information on opportunities to supply products and services for projects financed by the United Nations, Member States and the world's leading development agencies.

Chief
Ms. Valentina Kalk Tel: 3.8321
e-mail: kalk@un.org

United Nations Development Business
e-mail: dbusiness@un.org
website: www.devbusiness.com
Ms. Nina Brandt Tel: 7.9110
e-mail: brandtn@un.org

United Nations Gift Centre

General Assembly Building (concourse level)

Open seven days a week from 9 a.m. to 5 p.m. from March to December. Closed on weekends during January and February.

- Objets d'art
- Handicrafts
- Costume jewellery
- Souvenirs
- United Nations medals
- Flags of Member States
- Newspapers and confectionary items

Twenty per cent discount for Delegates on all purchases upon presentation of valid United Nations identification.

Request for use of United Nations premises

Office of Central Support Services (room DC2-2508, ext. 3.5569, fax: 212 963 4168)

Sponsoring events: in the interest of ensuring the security and safety of all concerned, as well as in the light of the increasing number of requests for use of facilities, representatives of Permanent Missions are asked to use the utmost discretion to ensure that these activities are of a non-commercial nature and consistent with the principles and aims of the United Nations. Missions should note that they are responsible for the content and conduct of any event they may sponsor.

Sponsoring events on behalf of NGOs accredited with the United Nations: especially on these occasions, representatives of Missions should

bear in mind that, notwithstanding the worthiness of the purpose of the event, no substantive business such as the passage of resolutions, holding of elections, presentation of awards or solicitation of funds, nor ceremonies of any kind, may be conducted.

Director, Facilities and Commercial Services Division, OCSS, DM

Requests for the use of the premises should be addressed to the above director of the division. Once approval has been obtained, a ranking member of the Mission must attend and/or preside over the meeting or event in its entirety. *Any and all financial obligations arising from the meeting or event shall be the sole responsibility of the sponsoring mission.*

Director, General Assembly and ECOSOC Affairs Division, DGACM

Requests for permission to use the General Assembly Hall should be addressed to the Director of the General Assembly and ECOSOC Affairs Division, DGACM. From September to December each year, with the exception of the United Nations Day Concert, the General Assembly Hall is used solely for the meetings of the General Assembly.

For detailed procedures for requesting the use of premises for meetings, conferences, special events and exhibits as well as criteria for the use of United Nations premises costs for meetings and events, insurance, etc., please see United Nations document ST/AI/416.

Facilities for the disabled

Restrooms: (1) General Assembly Building first basement in the public concourse area; (2) In the "neck" previously linking the General Assembly Building and Conference Building in the First Basement; (3) At the rear of the General Assembly Hall; (4) In the North Lawn Building, on each floor.

Elevators are attended to access the first floor of the General Assembly Building and all floors of the North Lawn Building.

Ramps: at the Visitors' Entrance at 46th Street and First Avenue giving access both to the General Assembly Building and the North Lawn Building and adjacent to Conference Room 8 at the First Basement Level of the General Assembly Building.

Special ramps to access the conference room podiums are provided where required.

Automatic teller machines, easily accessible, are located on the first and second floors of the North Lawn Building.

Hearing aid equipment: requests to connect to conference room audio distribution systems should be addressed to the *Broadcast and Conference Support Section (BCSS), room L-1B-30, ext. 3.9485 or 3.7453*, e-mail: request-for-services@un.org. BCSS can also loan *neck-worn induction loops for hearing aids equipped with a T-Switch.*

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